



## CLE Credit for Pro Bono Representation through VLN

Attorneys volunteering through VLN may report one CLE credit for every six hours of pro bono representation through VLN. This includes, for example, volunteering on full representation cases, phone services, at clinics, and/or to mentor another VLN volunteer doing these pro bono representation(s).<sup>1</sup> Up to six credits may be claimed for this work.<sup>2</sup>

To claim these credits, follow these steps:

1. Check that your pro bono representation came through VLN (including a VLN-clinic).
2. Report your pro bono representation hours to VLN. For example:
  - If a full representation case, on the case closing form [here](#). (If you have been mentoring, ask the primary attorney to include your hours on the form.)
  - If a clinic case, include the time you spent with the client on the clinic data sheet.
3. Apply for the CLE credit at the Minnesota State Board of Continuing Legal Education site. By completing the form on the reverse, scanning it, and emailing it to [attendance@mbcle.state.mn.us](mailto:attendance@mbcle.state.mn.us).

Note: if you volunteer at a VLN clinic in partnership with your law firm: you may also be able to list your firm and pro bono coordinator as the “legal services provider”

Thank you for volunteering!

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<sup>1</sup> “Providing legal representation to a pro bono client” under Rule 6.C may include mentoring when it involves *case-specific* guidance (as opposed to answering general questions about the type of case). If you have any questions as to whether your mentoring hours qualify, please review Rule 6.C or contact the CLE Board office.

<sup>2</sup> Rule 6C. ([Rules of the Board of Continuing Legal Education](#) (special categories of credit):

**Pro Bono Legal Representation.** A lawyer may claim 1 hour of standard CLE credit for every 6 hours of pro bono legal representation as defined by Rule 2U [means providing legal representation to a pro bono client without compensation, expectation of compensation, or other direct or indirect pecuniary gain] that the lawyer provides to a pro bono client as defined by Rule 2T [means an individual, who is not a corporation or other organizational entity, and who has been referred to the lawyer by an approved legal services provider or by a state or federal court program] in a legal matter that has been referred to the lawyer by an approved legal services provider as defined by Rule 2B or by a state court or federal court program. No more than 6 hours of credit may be claimed per reporting period by a lawyer for pro bono legal representation. In order to receive CLE credit the lawyer must submit an Affidavit of Pro Bono Representation to the Board (see Appendix II)

## Appendix II: AFFIDAVIT OF PRO BONO REPRESENTATION

MINNESOTA STATE BOARD OF CONTINUING LEGAL EDUCATION  
180 E. 5<sup>th</sup> Street, Suite 950, St. Paul, Minnesota 55101  
651-297-7100 [www.cle.mn.gov](http://www.cle.mn.gov)  
[attendance@mbcle.state.mn.us](mailto:attendance@mbcle.state.mn.us)

An Affidavit of Pro Bono Representation must be submitted for each legal services provider for whom you provided pro bono service.

License Number: \_\_\_\_\_ Name: \_\_\_\_\_  
CLE Category:<sup>1</sup> Firm Name: \_\_\_\_\_  
 1 Street Address:<sup>2</sup> \_\_\_\_\_  
 2 Street Address: \_\_\_\_\_  
 3 City State, and Zip: \_\_\_\_\_  
 Other \_\_\_\_\_ Email:<sup>3</sup> \_\_\_\_\_  
Telephone: \_\_\_\_\_

Name and address of referring legal services provider: Volunteer Lawyers Network, 600 Nicollet Mall,  
Suite 390A, Minneapolis, MN 55402

Name and phone number of contact person at legal services provider: Martha Delaney  
612-752-6676, martha@vlnmn.org

Type(s) of Representation Provided:

- Consumer     Economic Assistance     Education     Employment  
 Family Law     Health     Housing     Immigration/Refugee     Individual Rights  
 Juvenile     Seniors     Wills or Probate     Other: \_\_\_\_\_

Date range of representation:<sup>4</sup> \_\_\_\_\_

# of hours of pro bono legal representation: \_\_\_\_\_ # of CLE credit hours claimed:<sup>5</sup> \_\_\_\_\_

By submitting this form (please check box to confirm):

- I give permission to the Minnesota Board of Continuing Legal Education to contact the referring legal services provider to verify that the information I have provided is true and accurate; and
- I understand that the Board may use this information that I have provided six (6) hours of pro bono legal representation for each one (1) hour of CLE credit claimed and that the pro bono legal representation provided qualifies in all respects under Rules 2B, 2T, 2U, and 6C.

Date: \_\_\_\_\_

<sup>1</sup> Your CLE reporting category is found on your lawyer license card issued by the Lawyer Registration Office and online at <http://mars.courts.state.mn.us/>.

<sup>2</sup> Address changes must be made by sending a written notice to the Lawyer Registration Office, 180 E 5<sup>th</sup> Street, Suite 950, St. Paul, Minnesota 55101.

<sup>3</sup> An email confirmation will be sent after credits are approved or denied.

<sup>4</sup> If representation covers more than one reporting period, submit a separate Affidavit of Pro Bono Representation for each reporting period. If representation is ongoing, write "ongoing" as the date representation ended.

<sup>5</sup> You may claim 1 hour of CLE credit for every 6 hours of pro bono legal representation up to a maximum of 6 hours. Record credits in increments no smaller than .25 hours.