



Tip of the Month February 2021

Claiming CLE Credit for Pro Bono Work

Submitted by: VLN Staff

Among myriad other benefits of providing pro bono service, attorneys can claim up to six CLE credits per reporting period for their work with Volunteer Lawyers Network or [other approved providers](#). Six hours of volunteering count for one CLE credit, so to claim the maximum number of credits, you must volunteer at least 36 qualifying hours per three-year reporting period.

Credit can be claimed by completing and mailing [Appendix II: Affidavit of Pro Bono Representation to the Minnesota State Board of Continuing Legal Education](#), which is also included with this tip. It is a fillable PDF, which can also be printed and filled out by hand.

Complete separate affidavits for each legal service provider through which you provided services. If representation of a client spans more than one reporting period, file separate affidavits for each period, and write “ongoing” as the date representation ended.

When the form is complete, submit a print copy to the address at the top or email it to clestaff@mbcle.state.mn.us. When the credits are added to your record, you will receive a confirmation email from the Minnesota State Board of Continuing Legal Education.

If you have questions while completing the form, [contact the case placement coordinator or resource attorney](#) with whom you are working. For more information from the Minnesota State Board of Continuing Legal Education, [click here](#).

Appendix II: AFFIDAVIT OF PRO BONO REPRESENTATION

MINNESOTA STATE BOARD OF CONTINUING LEGAL EDUCATION
180 E. 5th Street, Suite 950, St. Paul, Minnesota 55101
651-297-7100 www.cle.mn.gov
clestaff@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:¹ _____ Firm Name: _____
☐ 1 _____ Street Address:² _____
☐ 2 _____ Street Address: _____
☐ 3 _____ City State, and Zip: _____
☐ Other _____ Email:³ _____
Telephone: _____

Name and address of referring legal services provider: _____

Name and phone number of contact person at legal services provider: _____

Type(s) of Representation Provided:

- | | | | | |
|-------------------------------------|--|---|--|--|
| <input type="checkbox"/> Consumer | <input type="checkbox"/> Economic Assistance | <input type="checkbox"/> Education | <input type="checkbox"/> Employment | |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Health | <input type="checkbox"/> Housing | <input type="checkbox"/> Immigration/Refugee | <input type="checkbox"/> Individual Rights |
| <input type="checkbox"/> Juvenile | <input type="checkbox"/> Seniors | <input type="checkbox"/> Wills or Probate | <input type="checkbox"/> Other: _____ | |

Date range of representation:⁴ _____

of hours of pro bono legal representation: _____ # of CLE credit hours claimed:⁵ _____

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.

Signature: _____ Date: _____

¹ 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/>.

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

³ An email confirmation will be sent after credits are approved or denied.

⁴ 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.

⁵ 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.