



Tip of the Month May 2025

CLE Credit for Volunteering

by Tom Walsh, VLN Executive Director

If you volunteer with VLN, your pro bono work can count towards CLE credits. Every six hours of pro bono work qualifies for 1 CLE credit, and you can request up to six credits per three-year reporting cycle. This Tip of the Month covers the steps to report your pro bono work for CLE credit.

1. Report the time you worked on the VLN pro bono matter to VLN when you have completed your services to the client.
 - a. If you are doing a full representation case, you will report your time on the “Full Representation Case Closing” form available at:
<https://vln.formstack.com/forms/closing>
 - b. If you are doing clinic, phone advice or other advice or limited-service work, you report the amount of time you spent on a matter at the same time you report the services you provided to the client back to VLN.
2. If you need a reminder of the number of hours you have registered as volunteering at VLN, please email any staff member. We’ve kept track of your hours for you!
3. When you are ready to report your time, log into your OASIS account at the Minnesota State Board of Continuing Legal Education site. Under the Summary section, click on “Continuing Legal Education” and then click on “Report Pro Bono Representation,” which will take you directly to the pro bono reporting form.

4. Complete the “Affidavit of Pro Bono Representation” and mail or scan it into the contact information on that form. There is a \$10 fee if the form is mailed in.
 - a. You may list Volunteer Lawyers Network as the “legal services provider.” VLN’s address is 600 Nicollet Mall, Ste 390A, Minneapolis, MN 55402.
 - b. The “contact person at the legal services provider” may be anyone you who assisted you with your pro bono work at VLN. Phone numbers for all staff members are available on our website: <https://www.vlnmn.org/staff/>.
 - c. If you are reporting hours for work with more than one legal services provider, you must complete a separate form for the work with each legal services provider.
 - d. If you have provided pro bono service to clients with more than one legal services organization, you will need to complete one Affidavit of Pro Bono Representation for each legal services organization you did pro bono work through.

And that’s it! Rinse and repeat every three years.

If you have questions about any of this, please don’t hesitate to reach out to a VLN staff person. We are pleased to assist you in receiving CLE credit for your pro bono work.