

STATE BAR OF NEW MEXICO
PARALEGAL DIVISION
CLE TRACKING COMMITTEE
P. O. Box 1923, Albuquerque, New Mexico 87103

REQUEST FOR PRO BONO CLE CREDIT

CLE credit may be granted to volunteer paralegals for substantive pro bono legal services performed under the supervision of an attorney through a program established or endorsed by the Equal Access to Justice (EAJ) Committee of the Paralegal Division. The CLE Tracking Committee may award one (1) hour of credit for at least twelve (12) hours of substantive legal assistance up to a maximum of five (5) credit hours per paralegal per year. These hours cannot be carried over.

PART A. MEMBER INFORMATION

Name of Paralegal: _____ State _____

Bar of NM PD Number: _____ Telephone _____

Address: _____

PART B. DOCUMENTATION OF PRO BONO LEGAL SERVICES

Date(s)	Case Type and/or Project/Program	Description of Substantive Work Performed	Supervising Attorney	No. Hours

INSTRUCTIONS FOR COMPLETING DOCUMENTATION

Case Type - a brief description of the type of case and the Project/Program (e.g. SSI Project for Legal Aid of Albuquerque). Although the pro bono supervising attorney must certify in Part C below that the volunteer paralegal has performed the substantive legal services documented above under his/her supervision, the paralegal maintains responsibility for ensuring that the services performed are through a program established or endorsed by the EAJ Committee. Description – the description of substantive work performed should be brief (e.g. conducted legal or factual research, interviewed client, drafted documents, etc.)

Submit this form only when increments of twelve (12) hours of work have been completed for each one (1) hour of CLE credit (e.g., if you have worked a total of 20 hours on a case, only report services of 12 hours of work for 1 hour of CLE credit and submit the remaining 8 hours when you have accumulated the total needed for an additional hour of CLE credit).

PART C. CERTIFICATION OF PRO BONO SUPERVISING ATTORNEY.

I, _____ (Supervising Volunteer Attorney), hereby certify that _____ (Volunteer Paralegal) performed _____ hours of substantive pro bono services under my supervision as documented in Part B above.

SIGNATURE

7/01/08

Note: If you performed work under the supervision of more than one volunteer attorney, submit a certification for each attorney.