Find Pro Bono under the My Account tab.
The first time you open the Pro Bono tab, you will be directed to agree to the Pro Bono Pledge. After submitting this, you will be able to report hours.
After completing the pledge, click on the Pro Bono Reporting tab. Click Add New to report a Pro Bono experience.
The first question on the reporting form asks for the name of the organization where you served. If you worked with an organization on the Pre-Approved Site List, you will find it in this drop-down menu.
If the organization you worked with is not in the Pre-Approved List, please type it in the New Organization field.
To add your hours, first report the dates you have worked or will work at the Organization you indicated. For example, if you plan to work with the Public Defender’s Office for an entire semester, you should put the first day of your work in the Start Date field and the last day of the semester in the End Date field. Next, click Add Hours. To add hours, you will choose a specific date that you worked and how many hours you worked that day. You can return to this same reporting form each day you work and add more hours. The Total Hours field will add the hours automatically. If you only worked one day, you should put the same Start and End dates and the same date in the Add Hours section.
The final questions on the survey are required by the Tennessee Supreme Court Access to Justice Initiative, which governs *pro bono* activities in Tennessee.
Click Submit when you have completed the form. You will be able to go back and add more hours to this form after you’ve submitted it.
After submitting the reporting form, you will be able to see a list of all the *pro bono* experiences you have reported throughout your law school career. It also shows your Hour Summary so you can keep track of how many more hours you must complete before graduation.