LOGGING PRO BONO HOURS IN SYMPLICITY

You should create one record for each organization/project with which you're involved each semester. Use the same record to record all hours over the course of that semester.

1. Log into Symplicity
2. Navigate to the Pro Bono Portal, which can be found under the “Profile” tab.
3. Click on the “Pro Bono Reporting” tab.
4. In the lower-left corner of the "Pro Bono Reporting" window is a button labeled "+ Add New." Click on that button to bring up the form for creating a new record.
   a. Enter an employer by typing its name into the box that reads "[enter name]" (the right-side box in the "Choose Employer/Organization" field). Click "Go."
   b. The left-side box will fill with a list of employers that match your search. Click the down arrow in the box to see the full list. If your organization/project is not in the list of returns, you can type the organization's name into a new field (labeled "New Employer").
   c. Click the "+Add Hours" button (near the middle of the form).
   d. A new table will appear, with a line for the current day. Ideally, students would enter their hours regularly over the course of the semester, and there would be a separate record for each day of work with the organization. If you find yourself reporting all your hours at the end of the semester, though, feel free to enter them as a lump sum under a single date.
   e. Click the "Save as Draft" button at the bottom of the record to save your draft. Do not click the "Submit" button until you have finished working with that organization for the semester.
5. When you are certain that you have finished your work with the organization/project for the semester, you must finalize the record. To do this, click “submit” on the form. Once you have done so, you may not edit your hours or other information.

GRADUATING STUDENTS MUST SUBMIT ALL PRO BONO HOURS NO LATER THAN MAY 1st!

If you run into any problems, or if you have any questions, please email publicinterest@kinoy.rutgers.edu.
PRO BONO AT RUTGERS SCHOOL OF LAW–NEWARK

The law school’s voluntary pro bono program provides that all graduating students who have performed at least 35 hours of pro bono work will receive recognition at graduation.

WHAT Qualifies?
All recognized in-house pro bono projects* qualify as recognized pro bono works. For outside work, in order for the pro bono work to qualify for recognition, it must meet the following criteria:

1) The work must be law-related.
2) The work must be supervised by a licensed attorney.
3) The work must be for a public interest organization or government agency, or must be pro bono work
4) The student cannot receive credit, payment or any other compensation during the pro bono placement.
5) The work performed must be done professionally and within any parameters established by the supervising attorney in advance of the work beginning. (For example, if you accept an assignment that entails more than 35 hours or more than the number of hours you then need to satisfy your 35 hours, you must perform all agreed upon hours in order to get any credit for the placement.)

FAQs
1) Does clinic work count? Work performed while enrolled in a law-school clinic does not count, even if you put in additional hours above those required by the clinic. However, if you choose to continue working on clinic-related work after the semester of enrollment has ended, that work does count. Similarly, if you volunteer with one of the clinics during the summer or during the semester, that work counts as long as no payment (including stipends and work study) or credit is received.
2) I did pro bono work while working for a firm this summer – does that count? No. You may not receive pro bono credit for work done during a week in which you are being paid. However, if you chose to continue working on a pro bono project for the firm after your paid internship ends, you may contact the public interest office for approval of that work towards your pro bono hours.
3) Does my judicial internship count? Yes, but only if you did not receive credit or compensation during the period for which you are counting hours.
4) Do all 35 hours need to be completed with the same organization/project? No, the 35 hours can be spread over a number of projects.
5) Do all 35 hours need to be completed during the same semester/summer? No.
6) Do training hours count? Yes, but only if you performed volunteer hours in the same project for which you were trained.
7) Do I need to get approval of my pro bono placement in advance? No, but please review the above criteria and contact the public interest office if you have any questions or want to confirm that your placement will count: publicinterest@kinoy.rutgers.edu.

Recognized In-House Pro Bono Projects:

- DVAP/CAP
- Street Law
- Veterans Pro Bono Project
- Bankruptcy Project