

STATE OF COLORADO SUPREME COURT  
 OFFICE OF CONTINUING LEGAL AND JUDICIAL EDUCATION  
 1300 Broadway, Suite 510  
 Denver, CO 80203  
 (303) 928-7771

Office Use

Approved for: General Credits \_\_\_\_\_

Comments: \_\_\_\_\_

**INSTRUCTIONS**

1. The lawyer who mentored a law student on a pro bono case, or a lawyer or LLP who performed the pro bono representation must complete Part I of this form and then provide the original to the assigning court, program, entity, or law school including Part II of this form.
2. The assigning court, program, entity, or law school must complete Part II of this form, and then submit the original to the Office of Continuing Legal and Judicial Education, 1300 Broadway, Suite 510, Denver, CO 80203.

**PART I:  
 Report by Lawyer or LLP Providing Pro Bono Representation or Mentoring Pursuant to  
 C.R.C.P. 250.9**

**A. Type of Report** [in accordance with the provisions of C.R.C.P. 250.9(4)]  Interim  Final Application for credit

**B. Case Information**

Lawyer/LLP

Client

Name of Mentee Lawyer/Law Student (if applicable)

Assigning Court, Program, Entity, or Law School [C.R.C.P. 250.9(2)]

**C. Type of Case** (select major category)   Other (explain)

**D. General CLE Units Requested** (For pro bono representation, you may request one (1) general CLE credits for every five (5) billable-equivalent hours. For lawyers mentoring a law student in a pro bono legal matter, you may request three (3) credits for a completed matter. Lawyers may not apply for or receive more than nine (9) general credits in a three-year compliance period for any combination of pro bono representation or mentoring) and LLPs may not apply for or receive more than seven (7) general credits in a three-year compliance period for pro bono representation:

**E. Total Billable-Equivalent Pro Bono Hours spent** providing direct representation

**F. Number of completed matters supervising :**

**G. Comments** about any aspect of the matter, the referring entity's administration of it, etc.:

Applicant Signature  Date

Print Last Name  CO Registration Number

**PART II:**  
**Report by Court, Program, Entity, or Law School which Assigned the Pro Bono Matter to the Reporting Lawyer or LLP Pursuant to C.R.C.P. 250.9**

**A. Information Regarding Assigning Party:**

Name of judge, court, program, entity, or law school:

Name and title of person completing this form:

**B. Confirmation of Assignment:** Did your court/program/entity/law school assign the above-reported matter to the reporting lawyer or LLP for pro bono representation or mentoring?

**C. Determination of Financial Eligibility:** Prior to assigning the matter to the reporting lawyer or LLP, did your organization determine that the client was eligible for pro bono representation in accordance with C.R.C.P. 250.9(2)?

**D. Reporting Lawyer/Mentor Competence and Diligence:** Is it your conclusion after review that the reporting lawyer/mentor should receive an award of the full number of credit units to which they would ordinarily be entitled under C.R.C.P. 250.9?

If "No", explain why not:

**E. Recommendation to the Committee of Continuing Legal and Judicial Education:** We, the assigning court, program, entity, or law school hereby recommend that the reporting lawyer or LLP receive general CLE units for their provision of pro bono representation or lawyers mentoring in this matter in the amount of: (If the number or units you recommend is less than the number of units for which the reporting lawyer or LLP would ordinarily be eligible under C.R.C.P. 250.9, explain the basis for your recommendation in your response to Part II. D. , above.

*By signing below, the requesting lawyer or LLP attests that they received no compensation in this matter.*

Signature

Date

Print Name

Title