

Doing Good to Build Your Network: Successful Law Firm and Corporate Legal Department Collaboration on Pro Bono Projects

June 19, 2018

Agenda

- 4:30 – 5:00 – registration / networking
- 5:00 – 6:15 – program
- 6:15 – 7:30 – networking

Panelists

- Amanda Hairston, Partner, Farella Braun + Martel LLP
- Elena DiMuzio, Senior Legal Counsel, Dropbox
- Willie Hernandez, Vice President & Deputy General Counsel, Hewlett Packard Enterprise
- Angela Johnson, Litigation Counsel, Uber
- Robert White, Executive Director, CMCP

Moderated interactive outline

- Perspectives from diverse corporate and private practice attorneys and organizations on the value of pro bono and community service.
- How can or does pro bono help attorneys (particularly diverse attorneys) re business and professional development?
- Pro bono and community service from a business perspective.
- Pro bono and community service activities and diversity and inclusion.
- Best practices and top issues to consider in structuring law firm and legal department collaboration on pro bono projects.

20 minutes Interactive Exercise

- SF Bar Association Justice & Diversity Center (JDC) overview of pro bono work and highlight of Eviction Defense Center pro bono project.
- Presentation of JDC project and 3 hypotheticals and/or examples of pro bono opportunities to breakout groups (panelists join groups).
- Small group discussion of approaches for building a collaborative pro bono project to address hypothetical.
- Large group debrief.

Law Firm/In-house Pro Bono Partnership Checklist

- Getting started - Buy-in from the stakeholders
 - Law firm chair/pro bono partner
 - Law firm attorney volunteers
 - In-house partner organization
 - In-house attorney volunteers
 - Non-profit partner organization

- Logistics
 - Training materials and sessions
 - Matter #s
 - Conflicts
 - Engagement letters – scope of representation full or limited
 - Attorney who will take responsibility for ongoing representation of client
 - Office and conference room space
 - Non-billable hours commitment
 - Translation needs
 - Food, dietary restrictions etc.
 - Travel for clients
 - Day of support from non-profit and law firm staff
 - Computers, printers, forms, resource documents
- Ongoing – Commitment to Program and Building Bonds Between Attorneys
 - Maintaining and developing connections between firm and in-house attorneys
 - Promotion program internally and externally
 - Conducting consistent programs on an annual, biannual or quarterly basis

Nonprofit Legal Clinic Preparation Calendar

4 Months Before

- Pick date and location
- Determine scope of clinic
- Determine size of clinic
- Determine client eligibility
- Determine structure of clinic
- Determine how to handle follow-up issues

3-1 Months Before

- Client and volunteer outreach
- Monthly check-in emails or calls

1 Month Before

- Finalize volunteer training materials and MCLE training
- Confirm client participants
- Finalize day of schedule and logistics

1 Week Before

- Confirm volunteer and client attendees
- Agree on retainer agreement