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