



New York Bar Pro Bono Requirement: How to Describe Your Work on the Affidavit of Compliance¹

This guide will assist you in drafting the description language of your pro bono work. It is recommended that you read the full rule ([Rule 520.16](#)) and explanation of the requirement on the NY Courts website. The NY Bar has also created a great [FAQ guide](#).

Completing your Affidavit:

- If you are using more than one project to satisfy the 50 hour requirement, you must submit an affidavit for each project.
- Remember that training hours cannot exceed service hours!
- **Address:** If you anticipate that you will relocate after you submit your affidavit to the Bar office, include an address where they can reach you, even if the address is out of the country. If your future address is to be determined, include an address where you can be reached regardless (i.e. parent's address).
- Your signature must be notarized and only original, printed versions of Affidavits of Compliance may be submitted.
 - As of November 2021, while not considered a permanent rule change, the First, Second the Third Departments are accepting digital signatures on the affidavit. The Fourth department accepts digital signatures, but the applicant must also include an affirmation confirming that the signature is authentic, and applications must be submitted in hard copy.
- Only a supervising attorney (not a student pro bono project leader) may certify pro bono hours. However, if a project is supervised by the TPIC staff attorney, that attorney will certify NY forms.

Describing your work:

- **Remember this formula:**
 - **Who (organization and/or student project), supervisor, specific tasks, what was the purpose (overall task/client needs).** Please see [FAQ #11, 12, 34](#)
- **If the partnering organization is a 501(c)(3), always include it! (a simple google search may tell you.)**

Sample Descriptive Language:

A. Client based work:

- Please check with your student leader(s) if language has already been approved.

¹ This document was created as of February 2022, following the November 2015 NY Bar Pro Bono admission requirements revisions. As the New York Bar may update and revise their policies periodically, it is strongly recommended that you visit the NY Bar [page](#) for the most up to date information.

- **Formula for law firm pro bono work:** As an associate with the law firm of _____ in _____ (city and country), and under the supervision of attorney Jane Smith, I completed legal work on a pro bono basis. I (insert tasks).