



UNITED STATES DISTRICT COURT  
DISTRICT OF OREGON

PRO BONO PROGRAM REVISION SUMMARY

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**INTRODUCTION**

The Pro Bono Program procedures and documents have been revised to:

- combine the Limited Purpose and Other Purpose appointment types;
- revise the Order Appointing Pro Bono Counsel templates;
- discontinue the Clerk's Office practice of mailing a paper copy of the Order Appointing Pro Bono Counsel and associated attachments to attorney/law firm appointed under the pro bono program (counsel is notified electronically via CM/ECF);
- revise the procedures and forms for responding to appointments; and
- include a Guide for Representing Prisoners for appointments in prisoner civil rights cases.

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**TYPES OF APPOINTMENTS**

The Limited Purpose and Other Purpose Appointment types have been combined and renamed as Specific Purpose Appointment. The All Purpose Appointment type has not been changed.

**Specific Purpose Appointment**

Within 14 days of the Order Appointing Pro Bono Counsel, the Court expects attorneys appointed for a Specific Purpose to:

1. determine if a conflict of interest exists or request removal from the case for a specific reason other than a conflict\*; and
2. electronically file the Pro Bono Appointment Response Form accepting or declining the appointment.

The Specific Purpose Appointment is to be used when a Judge appoints an attorney or law firm for the completion of a specific task. Common uses for this type of appointment include:

- drafting an amended complaint;
- preparing for and/or appearing at a mediation, settlement conference, or deposition; and
- responding to a motion to dismiss or a motion for summary judgment.

After completion of the task(s) specified in the Order Appointing Pro Bono Counsel, the attorney/law firm appointed for a Specific Purpose Appointment is to electronically file the Notice of Completion of Pro Bono Appointment.

**\* The Court expects representation to be accepted if a conflict of interest does not exist and the pro se litigant has a factual and legal basis to prevail on any claim or defense.**

## **All Purpose Appointment**

Within 14 days of the Order Appointing Pro Bono Counsel, the Court expects an attorney/law firm appointed for an All Purpose Appointment to:

1. determine if a conflict of interest exists or request removal from the case for a specific reason other than a conflict;\* and
2. electronically file the Pro Bono Appointment Response Form accepting or declining the appointment.

**\* The Court expects representation to be accepted if a conflict of interest does not exist and the pro se litigant has a factual and legal basis to prevail on any claim or defense.**

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## **GUIDE FOR REPRESENTING PRISONERS**

The Guide for Representing Prisoners will assist counsel appointed to prisoner civil rights cases to navigate the inmate-specific details of representation including, but not limited to:

- finding a prisoner's State Offender Identification Number or Inmate ID/Register Number;
- determining a prisoner's physical location;
- sending legal mail; and
- scheduling visits and telephone calls with inmates.

The Guide for Representing Prisoners will be uploaded as an attachment to the Order Appointing Pro Bono Counsel in prisoner pro se cases only. The Guide for Representing Prisoners will not be available on the Court's website and is only to be distributed to counsel appointed to represent a prisoner under this Pro Bono Program.

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## **PRO BONO MENTORSHIP FOR CIVIL RIGHTS CASES**

The purpose of the mentorship component of the Court's Pro Bono Program is to assist attorneys/law firms appointed to represent litigants with civil rights claims or defenses. If an appointed attorney needs support and/or guidance with tasks such as:

- complying with federal court procedures;
- working with prisoners; and/or
- drafting documents;

the appointed attorney may ask the Pro Bono Program Administrator to assign a mentor attorney. The mentor attorney will not be added as co-counsel of record on the case docket sheet or be otherwise associated with the case in any way (other than on a confidential spreadsheet maintained by the Pro Bono Panel Administrator).

The goal of the mentorship component is to increase the number of acceptances of pro bono appointments while simultaneously offering a unique and invaluable learning opportunity for the appointed attorney or law firm.

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## **PRO BONO FORMS**

To make receiving and responding to an Order Appointing Pro Bono Counsel less confusing and burdensome to appointed counsel, the pro bono forms have been modified to:

- clarify an appointed attorney/law firm's responsibilities upon appointment; and
- reduce confusion with regard to responding to an appointment.

The Pro Bono Program forms include:

- Order Appointing Pro Bono Counsel for a Specific Purpose;
- Order Appointing Pro Bono Counsel for All Purposes;
- Pro Bono Appointment Response Form;
- Notice of Completion of Pro Bono Appointment (Specific Purpose Appointment only);
- Guide for Representing Prisoners (appointments made to represent prisoners only); and
- Order Terminating Appointment of Pro Bono Counsel.

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## **CONCLUSION**

If you have questions or would like additional information regarding the Pro Bono Program and/or the program revisions, please send an e-mail to the Pro Bono Panel Administrator at [Nicole\\_Munoz@ord.uscourts](mailto:Nicole_Munoz@ord.uscourts).