



**UNITED STATES DISTRICT COURT  
DISTRICT OF OREGON**

**PRO BONO VOLUNTEER APPLICATION**

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**Program Overview**

The U.S. District Court appoints attorneys and law firms enrolled in the Pro Bono Program to represent pro se parties in civil cases who demonstrate financial need and the need for legal counsel. In assessing a pro se party's need for legal counsel, the Court may weigh, among other factors, the legal complexity of the issues, the apparent legal sophistication of the pro se party, and the importance of protecting the rights implicated by the claim.

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. A list of mentors will be made available to volunteers appointed to cases outside of their typical practice area, and a Guide for Representing Prisoners will be provided to volunteers appointed in prisoner *pro se* cases on a case-by-case basis.

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**Types of Appointments**

A judge may appoint pro bono counsel in civil actions for a specific purpose or for all purposes.

A Specific Purpose Appointment is when a judge appoints an attorney or law firm for the completion of a specific task. Common uses for this type of appointment include, but are not limited to:

- Drafting an amended complaint.
- Preparing for and/or appearing at a mediation, settlement conference, deposition, or trial.
- Responding to a motion to dismiss or a motion for summary judgment.

An All-Purpose Appointment is when a judge appoints an attorney or law firm to represent the litigant for the duration of the case.

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**Application**

I am volunteering in the following capacity:

- As an individual attorney volunteer
- As the contact attorney for a volunteer firm<sup>1</sup>
- As a mentor for individual attorney volunteers – no direct case assignments

Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

OSB #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alt. phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

If volunteering as a mentor, please list the types of cases you will provide mentor services for, then proceed to the Acknowledgement of Terms.

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<sup>1</sup> Contact attorneys are conditionally appointed to each case assigned to the firm. If representation is accepted, contact attorneys may reassign the case to another member of the firm by filing a Notice of Substitution of Counsel.

**Conflicts**

I/my firm has/have known conflicts<sup>2</sup> with cases involving:

- State Government
- Federal Government
- Municipal Government Entities
- Other (please list know conflicts below):

**Annual Commitment**

I/my firm will accept the following number of pro bono appointments per calendar year: \_\_\_\_\_

I/my firm  can  cannot accept multiple appointments at the same time.

**Acknowledgement of Terms**

I, \_\_\_\_\_, attorney at law and member in good standing of the bar of the United States District Court for the District of Oregon, have read and understand the U.S. District Court Pro Bono Program Procedures and wish to continue to be included in the list of attorneys and firms willing to accept representation of litigants the Court has deemed eligible to receive pro bono services. I understand that, according to the program procedures, I may be appointed to represent a pro se plaintiff or defendant, and that I may be appointed for a specific purpose or for all purposes.

By my signature below, I acknowledge that I accept the terms set forth above and commit to continue meaningfully participating in the U.S. District Court Pro Bono Program.

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature**

**Frequently Asked Questions**

Question	Answer
How am I notified that I have been appointed to a case?	You will receive a CM/ECF Notice of Electronic Filing by e-mail.
How do I accept or decline a case?	File the Pro Bono Response Form included with the Order Appointing Pro Bono Counsel within fourteen days of receipt.
How do I receive copies of case filings for conflict checking?	You are conditionally added as counsel of record when an appointment order is entered, which gives you full access to filings in PACER.
How do I delegate an appointment to a colleague within my firm?	File the Pro Bono Response Form and a Notice of Substitution of Counsel.
How do I request a mentor?	E-mail your request to probono@ord.uscourts.gov.
Is reimbursement of out-of-pocket expenses available?	The Court provides reimbursement for some reasonable, out-of-pocket expenses from its Attorney Admission Fee Fund (the "Fund"), up to \$10,000.00 per case. See the Court’s website for details regarding allowable expenses, expenses needing prior approval, and to download the Motion for Reimbursement of Out-of-Pocket expenses template.
How are pro bono hours tracked?	Panel volunteers are required to report the hours spent on District Court appointments on an annual basis.
How can I find more information?	Visit www.ord.uscourts.gov, hover over “Attorneys”, and select “Pro Bono Service”.

<sup>2</sup> Lack of subject matter expertise does not constitute a conflict. Please contact the Pro Bono Panel Administrator to request a mentor if you are appointed to a case outside of your practice area.