

Product Features

Overview

Pro Bono Manager™ is a cloud-hosted web application that significantly increases a law firm's capacity to manage and promote pro bono work. Customized, web-based tools enable pro bono teams to:

- More efficiently manage the firm's pro bono case load
- Raise the internal profile of the firm's pro bono program
- Increase volunteer participation and the quality of support and oversight
- Automate the creation of reports about the firm's pro bono work

Operating as a secure, seamless extension of a law firm's intranet, the platform integrates data from internal personnel, billing, time keeping, and docketing systems with content from the public interest legal community including volunteer opportunities, training events, and news.

Technology

Pro Bono Manager™ is hosted in the Microsoft Azure Cloud and built on .NET Framework, using SQL Reporting Services. This highly-reliable platform includes round-the-clock access to world-class sharing and reporting capabilities including:

- Interactive, web-based data exploration, visualization, and presentation experience
- Creation, management, and delivery of even the most complex reports with a high-degree of personalization to accommodate a range of audiences across the firm
- Quick access to data-driven insights regarding performance metrics, trends, case progress and more
- Customized data-driven alerts to proactively deliver information triggered by changing data conditions in operational reports

Benefits

- Increased productivity for your pro bono management team through automation of labor-intensive reporting, case monitoring, opportunity matching and other administrative tasks
- Greater support for individual attorneys, to navigate the firm's volunteer program and find their personal pro bono metrics, practice materials, and pro bono opportunities. Improved oversight helps firms avoid risk and cost of mishandled matters
- Increased pro bono participation, which in turn:
 - Enables the firm to support individuals, organizations and communities that would not otherwise have access to legal services
 - Provides meaningful training opportunities, allowing new attorneys to generate revenue earlier and at a higher rate
 - Allows firm to attract and retain the best talent, reducing turnover and associated costs
 - Wins awards, attracts good press, and improves law firm stature

Feature Overview

Pro Bono Manager™ can be customized to include the following:

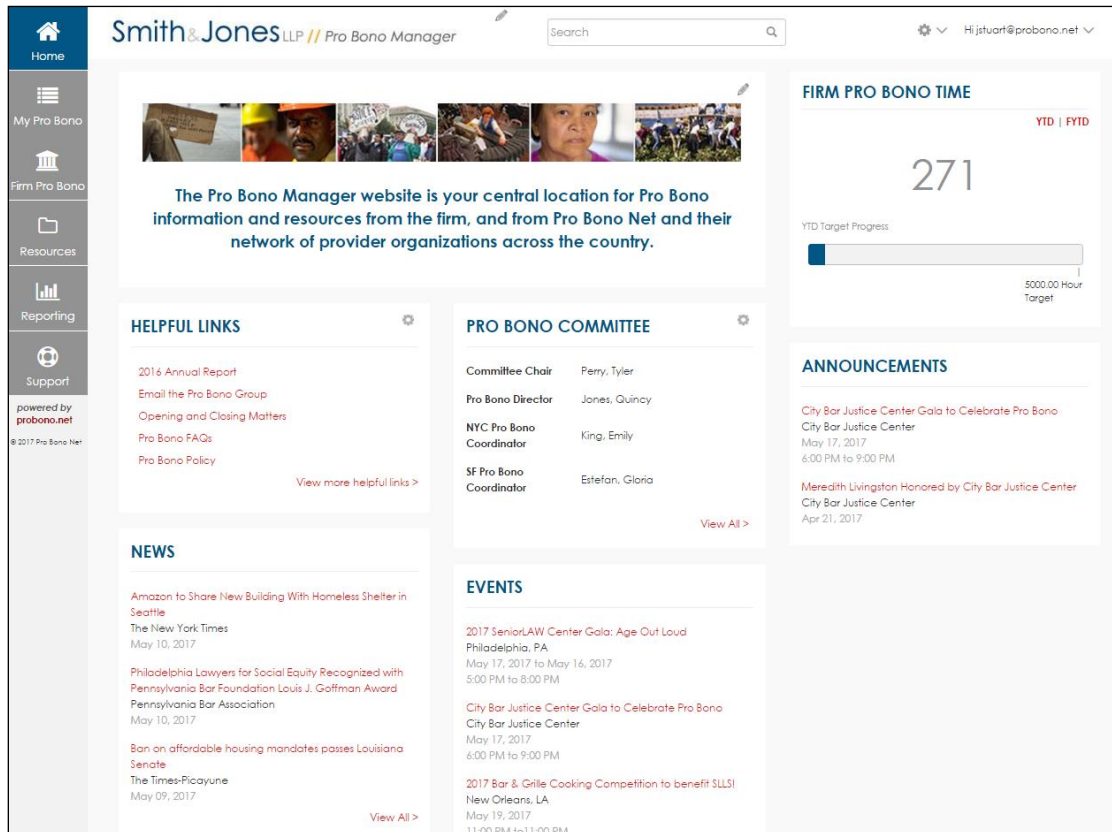
- **Reporting tools** for in-house reports and external surveys including, but not limited to
 - By Referring Organization
 - By Substantive Area
 - By Department
 - By Office Location

- By Qualifying Standard (e.g. *AMLAW*, *PBI Law Firm Challenge*, *Vault*, etc.)
- **Matter Profiles** allow you to tag, search and collect status updates on your firm's pro bono caseload. Staffing, time reporting, case notes and deadline tools ensure matters can be monitored and re-staffed in real time
- **Timekeeper Roster** containing detailed lawyer profiles that show you their pro bono activity and interests and skills
- **Email tools** allow your pro bono department to:
 - Solicit case updates from lawyers with active cases; reports can be submitted online
 - Provide important information to new Supervising attorneys
 - Manage Newly Opened Matters and Recently Departed Timekeeper information
- **Opportunity Matching** to help line up attorney skills and interests with up-to-date pro bono opportunities from a outside provider agencies or opportunities entered by your pro bono team
- **Library** (including internal and external resources) with up-to-date pleadings, forms, and training materials
- **News and Events lists** showing pro bono events and information that are relevant to each attorney's geographic location

The screenshot displays the Smith & Jones LLP Pro Bono Manager website. The interface includes a left-hand navigation menu with links for Home, My Pro Bono, Firm Pro Bono, Resources, Reporting, and Support. The main content area features a header with the firm's name and a search bar. Below the header, there is a banner image and a central message: "The Pro Bono Manager website is your central location for Pro Bono information and resources from the firm, and from Pro Bono Net and their network of provider organizations across the country." The page is divided into several sections: "HELPFUL LINKS" with links to the 2016 Annual Report, Email the Pro Bono Group, Opening and Closing Matters, Pro Bono FAQs, and Pro Bono Policy; "PRO BONO COMMITTEE" listing the Committee Chair (Perry, Tyler), Pro Bono Director (Jones, Quincy), NYC Pro Bono Coordinator (King, Emily), and SF Pro Bono Coordinator (Estellon, Clara); "NEWS" with articles about Amazon's new homeless shelter in Seattle, Philadelphia Lawyers for Social Equity, and a ban on affordable housing mandates; "EVENTS" listing the 2017 SeniorLaw Center Gala and the City Bar Justice Center Gala; and "FIRM PRO BONO TIME" showing a YTD target progress bar for 271 hours out of a 5000.00 hour target. The "ANNOUNCEMENTS" section includes news about the City Bar Justice Center Gala and Meredith Livingston's honor.

Sample Screenshots

Home Page



Pro Bono Manager™ is designed to function as a seamless extension of your firm's intranet, conforming to branding and identity. It is secure and accessible only by authorized users, with support for integration with firm credential management. The Home Page provides easy access to firm wide policies and contacts, along with personalized information tailored to user identity and office location, including:

- News and Special Announcements
- Pro Bono Calendar Events
- Essential information about your firm's pro bono program and procedures
- A snapshot of current YTD/FYTD time statistics:
 - Firm-wide pro bono hours for your management team
 - Personal pro bono hours for individual timekeepers

Sample Screenshots

Pro Bono Matters

As the heart of Pro Bono Manager™, the Matters section integrates custom views of data from key law firm systems to provide an overview of your firm's pro bono matters. This allows pro bono administrators and individual lawyers to find key information about the firm's pro bono matters. Using the dynamic grid, users can easily sort, filter, and search through the matters to create custom lists and identify key data points.

FIRM MATTERS

Quick Lists
All Open Matters
1 Filter
Advanced Search Q

Search
Clear Filters
Scroll

<input type="checkbox"/>	Name	Number	Client	YTD	Last Date Billed	Total	Open...	Description
<input type="checkbox"/>	Matter 15393	10524.56479	Lawyers' Alliance	31.25	04/27/2019	31.25	04/11/2019	Matter 15393
<input type="checkbox"/>	Corporate Governance	48808.147577	Asian American Federation of New York	28.02	01/29/2019	28.02	01/25/2019	Matter 8562
<input type="checkbox"/>	Naturalization Application	37497.86934	O'Kitundu, Koukia	18.00	02/19/2019	18.00	02/17/2019	Matter 10852001
<input type="checkbox"/>	SJS Application	47452.155271	Lawyers for Children	15.00	01/13/2019	31.00	12/03/2018	Matter 15853
<input type="checkbox"/>	Entity Formation	41014.107004	CHOICES Education Group	11.75	03/10/2019	11.75	03/07/2019	Matter 1171
<input type="checkbox"/>	Guardianship Petition	49357.150482	Murray, John and Amber	11.50	02/07/2019	11.50	02/05/2019	Matter 8912
<input type="checkbox"/>	Matter 17255	43574.153908	The Children's Storefront School	11.50	06/19/2019	11.50	12/01/2006	Matter 17255
<input type="checkbox"/>	Advanced Directive for Healthcare	44119.125911	Wittman, Charles H. III	9.00	03/14/2019	9.00	03/13/2019	Matter 11532001
<input type="checkbox"/>	Matter 8462	48637.146649	Sergio and Dora Maria Avendano De La Tor	8.50	06/24/2019	8.50	05/17/2019	Matter 8462
<input type="checkbox"/>	Matter 14742191	10429.147880	Lawyers Committee Civil Rights	8.50	07/07/2019	8.50	06/15/2019	Matter Descriptor

10 items per page
1 - 10 of 866 items

STATUS SURVEYS – AWAITING RESPONSE

<input type="checkbox"/>	Send Date	Recipient	Matter Number	Ma
<input type="checkbox"/>	06/26/2019	Jessica, Stuart3	37900.101376	Nor

STATUS SURVEYS – COMPLETED

<input type="checkbox"/>	Number	Name	Submitt...	Submitt...
<input type="checkbox"/>	41300.901419	Troop Leader Contract Revisions	Hegde, Kanchana	06/24/20

Sample Screenshots

Pro Bono Matters > Matter Details

Lawyers can also use the Matters Section to find case precedents, identify experts within the firm to consult on their own cases, and provide status updates on their pro bono matters. The Pro Bono Department can quickly view a variety of matter-specific time statistics, team members, and review status update requests.

LEGAL AID CLINIC (49595.151947)

Matter Name	Legal Aid Clinic	TAGS	
Matter No.	151947	Client Type	Non-Profit
Client Name	New York City Family Court	Department	Litigation
Client No.	49595	Matter Status	Open Matter
Matter Description	Matter 9102 add more information	Matter Type	Family and Juvenile
Alternate Matter Description		Office	New York
Opened	10/03/2006	Practice	Community Responsibility
Closed		Representation Type	Clinic Work
Assigned Timekeeper(s)	Vassal, Elaine		

TIME STATISTICS

YTD | FYTD | TOTAL

118

MATTER TEAM

Search Clear Filters Scroll

	Name	No.	Acti...	Timekeeper Type	Office	Role
<input type="checkbox"/>	Jessica, Stuart3	9999991...	Active	Partner	New York	
<input type="checkbox"/>	Vassal, Elaine	10157	Active	Associate	New York	Respor

1 - 2 of 3 items

NOTES

Search

Note	MTR Note Type 1	MTR Note Type 2
This clinic is held every Thursday from 3-5PM.		

HISTORY OF PRO BONO HOURS

Year	Q	M	Percent
2013			80.00 (68%)
2012			24.00 (20%)
2005			14.00 (12%)

STATUS SURVEYS – COMPLETED

Submitted By
Jessica, Stuart3
Jessica, Stuart3
Jessica, Stuart3
PBM, ADMIN


10 items per page

Sample Screenshots

Timekeepers > Timekeeper Details

Pro Bono Manager™ offers an interactive way to create custom lists of timekeepers, and see details about an attorney's current and past pro bono activity. The Pro Bono Department can also track any attorney's pro bono interests, as well as notes about a variety of topics, such as substantive pro bono experience and availability to do pro bono.

CRANE, DENNY (8332)



Crane, Denny
Bill
dcrane@pbmtest.com
No. 8332
Office: Los Angeles
Type: Partner
Status: Active

Title Partner

Start Date 10/18/2004

End Date

Address Line1 555 South street

City Los Angeles

State CA

Zip 32401

Country USA

Law School JD - USC Law School

Practice Real Estate

Department Real Estate

TAGS

Client Type Elderly | LGBT | Low Income | Non-Profit

Committee Members Type Pro Bono Director

Languages Spanish

Matter Type Civil Rights | Family and Juvenile

Representation Type Research | Short Term Counsel

TIME STATISTICS

YTD | TOTAL

13

YTD Target Progress

20 Hour Target 50 Hour Target

HISTORY OF PRO BONO HOURS

Year	Q	M	Perc
▶ 2019			13.25
▶ 2018			10.50
▶ 2017			22.55
▶ 2016			27.00
▶ 2012			15.00
▶ 2011			39.00
▶ 2010			24.50
▶ 2009			

MATTERS

Search Clear Filters Scroll

Matter Name	Matter Number	Client	Last Date Billed
Matter 9992	50827.159623	Public Interest Law Institute	04/19/2019
Matter 16724	49054.152421	Public International Law & Policy Group	02/26/2019
Matter 9532	50040.154538	Shambhala Mountain Center	05/28/2018
Tenant/Landlord Dispute	10020.801424	Lawson, Robert	08/17/2017

Sample Screenshots

Timekeepers > “My Profile” and “My Matters”

A Timekeeper Profile can be maintained for each pro bono attorney to view their current pro bono matters and time statistics, record their areas of interest, experience, and availability. The Pro Bono Department can use this information to tailor case placement efforts and provide more personalized assistance.

The screenshot shows the 'My Profile' page for a user named 'Hijohndoe1088@probono.net'. The page is divided into two main sections: 'PROFILE' and 'MY PROFILE'.

PROFILE

Your personal profile consists of the tags listed below. These tags are used to indicate your areas of interest in Pro Bono, and will help the Pro Bono Team learn about you and find opportunities that will match your interests. You can edit your tags by clicking the pencil icon below.

MY CURRENT TAGS

- Client Type:** Children / Women / Immigrants / People with Disabilities
- Languages:**
- Matter Type:** Civil Rights / Asylum / Public Benefits / Disability
- Representation Type:**
- Skills Desired:** Oral Argument
- Skills Possessed:**

MY PROFILE

50% complete

Add tags to your profile to indicate your pro bono interests.

DETAILS

Carter, Joe

- Department:** Corporate
- Office:** Washington DC
- Practice:** Corporate
- Timekeeper Type:** Associate

The screenshot shows the 'My Matters' page for a user named 'Hijohndoe1088@probono.net'. The page displays a table of matters and a sidebar with 'MY PRO BONO TIME' and 'HISTORY OF PRO BONO HOURS'.

MY MATTERS

Matter Number	Matter Name	Client	Description	Total	Matter Status	Opened
43857.124313	Birth Certificate Request	The Big House Foundation, Inc.	Matter 7442	8.75	Open Matter	11/14/20
10524.153162	Property Purchase	Lawyers' Alliance	Matter 169846	7.00	Open Matter	11/06/20
10429.122649	Child Custody Matter	Lawyers Committee Civil Rights	We are representing grandparents who are trying to gain custody of their 8-yr old grandson.	6.25	Open Matter	05/14/20
10566.56528	Corporate Tax Advice Matter	The Primary Care Fund, Inc.	Matter 4492	3.50	Closed Matter	03/05/19
10524.148342	Workers Compensation Matter	Lawyers' Alliance	Matter 169342	4.00	Open Matter	05/03/20
10429.122069	Adoption Matter	Lawyers Committee Civil Rights	Matter 14452161	4.90	Closed Matter	12/11/20
10216.55931	Criminal Representation Matter	Disability Rights (DREDF)	Miscellaneous	2.00	Open Matter	03/13/20
10429.122790	Landlord-Tenant Dispute	Lawyers Committee Civil Rights	Matter 15323	5.93	Open Matter	01/29/20

1 - 8 of 8 items

MY PRO BONO TIME

YTD | FYTD | TOTAL

42

YTD Target Progress

20 Hour Target 100 Hour Target

HISTORY OF PRO BONO HOURS

Year	Q	M	Percent
2015			7.65(18%)
2014			4.25(10%)
2013			0.75(2%)
2012			5.10(12%)
2011			6.00(14%)
2010			1.50(4%)

Sample Screenshots

Reporting > Dashboard

Pro Bono Manager™ provides the Pro Bono Department with a set of powerful reporting tools to create both narrative and quantitative reports. Coordinators will be able to track and report on qualifying hours by referring organization, office location, substantive area, department, or position for major external surveys, including *American Lawyer*, *Law Firm Challenge*, *Vault*, *VOLS*, and others.

Smith & Jones LLP // Pro Bono Manager

Search

Hi jstuart@probono.net

QUICK STATISTICS

179	12	888	16	0
Total Firm Pro Bono Hours YTD 2019	No. of Matters Opened YTD 2019	No. of Current Open Matters	No. of Participating Timekeepers YTD 2019	Timekeepers with 20+ Hours YTD 2019

REPORTS

FAVORITES

	Title	Description	
TIMEKEEPERS	Hours By Matter	Report that shows Matters and their hours	<input type="button" value="Preview"/>
MATTERS	Hours by Provider, with Matters and their Timekeepers	Report that shows Hours by Provider Organization w/Matters and their Timekeepers	<input type="button" value="Preview"/>
PROVIDERS	Hours by Timekeeper	Report that shows Hours by Timekeeper	<input type="button" value="Preview"/>
CLIENTS	Hours by Timekeeper Office	An Office-by-Office summary of pro bono hours.	<input type="button" value="Preview"/>
OFFICES			
PBM 1.0 REPORTS	NY Bar Admission Report	Use this report to find information attorneys need for their NY Bar Admission.	<input type="button" value="Preview"/>
	Under 20 Active Timekeepers - YTD	Report that shows active Timekeepers with under 20 hours.	<input type="button" value="Preview"/>

SAVED REPORTS

Title		
YTD Matter Hours.xlsx	05/15/...	
YTD Timekeeper Hours.xlsx	05/15/...	
YTD Timekeeper Practice Hours.xlsx	05/15/...	

10 items per page
1 - 3 of 3 items