

**Pro Bono Committee, Business Law Section  
Minutes for Meeting held January 22, 2015  
(Orlando, Florida)**

Attendees: Jennifer Morando, Chair  
Judge Laurel Isicoff, Judicial Chair  
Mindy Mora  
Melanie Spencer  
John Macdonald  
Marisa Rosen  
Amanda Perry  
Mark Stein  
Maxine Long (by telephone)

1. The meeting was called to order at approximately 8:40 a.m.

2. Mission Statement:

Jennifer Morando read the mission statement of the Pro Bono Committee:

*The mission of the Pro Bono Committee is to achieve 100% participation in pro bono service by Business Law Section members and attorneys in their firms.*

3. Tobias Simon Award:

Judge Isicoff announced that John Kozyak will be receiving the Tobias Simon Award in Tallahassee next week. The Committee concurred that John's receipt of the award was extremely well deserved.

4. Minutes:

The minutes of the meeting of August 30, 2014, were unanimously approved.

5. Reports of ongoing projects:

a. Non-Profit Clinics:

John Macdonald reported on the Non-Profit Pro Bono Clinic conducted in Jacksonville on October 28, 2014. The clinic was conducted through coordination of the Business Law Section, The Jacksonville Area Legal Aid Association, and Florida Coastal Law School. The nature and value of the event finally seems to have percolated through the non-profit community, and as a result the 2014 event had yet again higher attendance than prior years. Twenty non-profits responded to the survey coordinated through Survey Monkey, with 11 client agencies serviced at the clinic. Several others could not make the clinic and were instead scheduled into later one-on-one meetings

with volunteer attorneys. Although several non-profit clients failed to appear for the scheduled clinic appointments, the event was still a successful improvement over prior events. The BLS, JALA, and FCSL representatives all committed to repeat the event in 2015. The Jacksonville event utilized the forms and protocols from prior events, as they have evolved through adjustment and tweaking in the various clinics throughout Florida.

b. National Pro Bono Week 2014:

Judge Isicoff reported on a very successful Pro Bono Week 2014 in the Southern District of Florida. Activities were coordinated among Miami-Dade, Broward, and Palm Beach Counties. Connection on events was also made with Martin County. Events involved coordination with all local state and federal courts, with multiple events occurring during the month. The Southern District Bankruptcy Bar alone had 95 pro bono volunteers generated within the month. The Committee discussed various methods of recognizing volunteer attorneys when they take cases, including the issuance of "stickers" to acknowledge each case. The Committee discussed linking the Business Law Section website to other pro bono events and projects within each local community. The Committee will explore further logistical opportunities for links to provide easy and meaningful opportunities for lawyers seeking an outlet for pro bono volunteer participation, for example links to the various regional Roundtables.

The 2015 Pro Bono Week will occur during the week of October 19, 2015.

c. Amendment to Best Practices Guide:

The Best Practices Guide was amended in October, 2014, to add a new subsection F regarding the collective satisfaction by firms of pro bono obligations. The copy of the Best Practices Guide on the Business Law Section website will need to be updated.

6. Florida Justice Technology Center:

Amanda Perry and Marisa Rosen reported on a project of the Florida Bar Foundation to provide pro bono assistance for establishment of the Florida Justice Technology Center. The Committee had a lengthy discussion of the best methods of soliciting Business Law Section volunteers to assist with the project. Marisa and Amanda have developed a draft application for volunteers in the form of a sign-up sheet using a Google document, under which volunteers would complete the application and upon submission Google Docs would automatically generate a spreadsheet with the submitted data.

The Committee focused on ways to (1) identify the specific areas of legal expertise for which the Florida Justice Technology Center would need assistance, and (2) create mechanisms for the solicitation and sign-up of volunteers. Committee members were requested to review the Google Doc form and provide suggestions for its revision,

expansion, or simplification, with the thought of making it adaptable to future applications for broader coordination and dissemination of pro bono opportunities for Business Law Section members.

7. Tear Sheet Project:

Mindy Mora reported on the progress of the project for production and circulation of tear sheets to be utilized by judges for the identification of pro bono resources available to pro se defendants. The Committee concluded that the end users are county-centric, so the sheets need to be developed on a county-by-county basis. For each county the project would need an adequate number of tear sheet pads for all state court judges (for example, Miami-Dade itself has 123 state judges) as well as offices for the Clerks of Court, and libraries.

It was suggested to use law students to assist with the distribution of the tear sheet pads, and to also coordinate distribution to the judges themselves by the cognizant Clerk of Court.

The Committee discussed estimates of pricing for the pads, and it was concluded to roll out the project for one county initially to work out the logistics, and then adapt the model to other counties. Miami-Dade will be the pilot county.

8. Officer Announcements:

The Committee was visited by the Business Law Section officers: Honorable William Van Nortwick, Chairman, Alan Howard, Vice Chairman, and Jon Polenberg, Secretary-Treasurer. They provided an overview of the remaining events at the mid-year meeting, including issues arising regarding the venue of future meetings and its coordination with meetings of the main Florida Bar.

9. Non-Profit Clinics:

The Committee discussed the coordination of planning for the non-profit clinics around the state. Jennifer Morando will set up a conference call of the organizers of the clinics in each of the current jurisdictions (Tampa, Miami, Tallahassee, Ft. Lauderdale, Orlando, and Jacksonville).

10. Best Practices Guide:

Judge Isicoff addressed the need to provide further methods to publicize and promote the Best Practices Guide, and to make it more accessible. As a starting point it was suggested to publicize the availability of the Best Practices Guide in the out-of-state newsletter, for which we will coordinate with Don Workman. It was recommended to place a highly visible "button" on the Business Law Section website to provide easy access to the Best Practices Guide PDF. Jennifer Morando will coordinate with Tracy Celler to add such a button to the updated/revised Business Law Section website.

The Committee concluded that due to the substantial logistical effort which would be necessary, the project for creation of a model pro bono policy will be deferred for further consideration.

11. Pro Bono Story of the Month:

Jennifer Morando solicited contributions for the pro bono story of the month.

12. The meeting adjourned at approximately 9:30 a.m.