

**INFORMATION FOR PETITIONERS  
FOR PRO BONO PRACTICE BY OUT-OF-STATE LAWYER**

**Procedure**

The petition must be reviewed by the Administrative Committee and approved by the State Bar Council. The committee and the council meet quarterly in January, April, July, and October of each year. The dates of the meetings are posted on the home page of the NC State Bar website.

**Instructions for Completing and Filing Petition**

1. Complete the appropriate petition and have the petition notarized.
2. Attach certificate(s) of good standing from each jurisdiction in which you are licensed to practice law.
3. Identify an active North Carolina lawyer in good standing at a supporting nonprofit legal services corporation to serve as a supervisor. The North Carolina responsible lawyer must attach a statement in which the lawyer agrees to supervise the petitioner in the provision of pro bono legal services for indigent persons. See the Pro Bono Supervision Statement.
3. Mail the petition and any supporting documents to:

NC State Bar  
Membership Department  
P.O. Box 26088  
Raleigh, NC 27611

Materials should be submitted at least thirty days prior to the State Bar Council meeting at which you want your petition to be considered. Keep a copy of your petition for your records. If your petition is received 30 days prior to the meeting you will receive confirmation that your petition was received by the NC State Bar. If you list an e-mail address on your petition you may receive correspondence via e-mail. Please contact the Membership Department at (919) 828-4620 if you do not receive confirmation.

4. After the quarterly meeting of the State Bar Council, if your petition is granted by the council, an order will be mailed to the address you provided on the petition.

Additional information about pro bono practice status can be found at [www.ncequalaccesstojustice.org/pro-bono](http://www.ncequalaccesstojustice.org/pro-bono) including Frequently Asked Questions about the program and opportunities to volunteer.

**Guidelines for In-Court Practice**

A lawyer who has been granted Pro Bono Practice Status pursuant to either 27 N.C.A.C. 1D, Rule .0905(b)(3), *Pro Bono Practice by Out of State Lawyers*, or 27 N.C.A.C. 1D, Rule .0901(b)(3), *Emeritus Pro Bono Status*, may engage in the following activities under the supervision of an active member of the North Carolina State Bar:

- (a) A lawyer with Pro Bono Practice Status may give advice to a client on matters of North Carolina law provided (1) the lawyer gives a clear prior explanation to the client that the lawyer's practice in North

Carolina is limited to pro bono matters and (2) the supervising lawyer has determined that the pro bono lawyer is qualified to render legal advice in the subject area involved.

(b) A lawyer with Pro Bono Practice Status may represent an eligible person in any proceeding before a federal, state, or local tribunal, including an administrative agency, if notice of pro bono status is given to the tribunal or agency by the pro bono lawyer and the supervising lawyer approved the representation. A statement advising the tribunal or agency of the lawyer's Pro Bono Practice Status shall be filed with the tribunal and made a part of the record in the case. The State Bar Council's Order granting Pro Bono Practice Status may be used for this purpose.

(c) The pro bono lawyer's appearance before a tribunal or agency shall be subject to any limitations imposed by the tribunal or agency.

(d) In all cases under this rule in which an lawyer with Pro Bono Practice Status is permitted to appear before a tribunal or agency, subject to any limitations imposed by the tribunal, the lawyer may engage in all activities appropriate to the representation of the client, including, without limitation, selection of and argument to the jury, examination and cross-examination of witnesses, motions and arguments thereon, and giving notice of appeal.

*Statutory Authority: G.S.84-16; G.S. 84-7.1*



# THE NORTH CAROLINA STATE BAR

## PETITION FOR PRO BONO PRACTICE BY OUT-OF-STATE LAWYER

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*For consideration of the NC State Bar Council, the out-of-state lawyer must file a completed petition, as required by 27 N.C.A.C. 1D, Rule .0905, thirty (30) days prior to the quarterly meeting of the Council at which the petition will be heard. .*

### Instructions to Petitioner

Complete and return the petition to the North Carolina State Bar, Membership Department, P.O. Box 26088, Raleigh, NC 27611. Attach certificate(s) of good standing from each jurisdiction in which you are licensed to practice law. The North Carolina responsible lawyer must attach a statement in which the lawyer agrees to supervise the petitioner in the provision of pro bono legal services for indigent persons.

If the space for any answer is insufficient, complete your answer on a separate sheet and attach it to the petition. **PLEASE TYPE OR PRINT YOUR ANSWERS LEGIBLY.**

### Petition and Affidavit

1. Petitioner:

(a) Full name \_\_\_\_\_

(b) Current Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(c) Telephone number: Work \_\_\_\_\_ Home \_\_\_\_\_

(d) Fax number \_\_\_\_\_

(e) E-Mail address \_\_\_\_\_

(f) Have you ever been know by any other name or surname? \_\_\_\_\_ If so, list all other names and the dates and locations where such names were used.

\_\_\_\_\_  
\_\_\_\_\_

If a married woman, give maiden name. \_\_\_\_\_

2. Your current or immediate past employment:

Employer \_\_\_\_\_

Supervisor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

From (M/Y) \_\_\_\_\_ To (M/Y) \_\_\_\_\_

Position(s) held \_\_\_\_\_

3. North Carolina State Bar Member (Responsible Lawyer)\* who is employed by a nonprofit corporation qualified to render legal services pursuant to G.S. 84-5.1 and who has agreed to supervise the petitioner:

Name \_\_\_\_\_

N.C. Bar # \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**\*The responsible lawyer must attach a statement in which the lawyer agrees to supervise the petitioner in the provision of pro bono legal services to indigent persons.**

4. List all jurisdictions\* in which you are or were licensed to practice law. Provide date of licensure, license number and status (i.e. active, inactive, suspended, etc.) for each jurisdiction.

\_\_\_\_\_  
\_\_\_\_\_

**\*Include certificate(s) of good standing from each jurisdiction.**

5. Have you been disbarred, suspended from practice, reprimanded, censured, or otherwise disciplined or disqualified (including the revocation of a pro hac vice admission, or suspension because of disability or failure to comply with a requirement of membership such as paying dues or completing CLE)\* by a licensing agency, court or professional organization for conduct as a lawyer or a member of any other profession or organization, or holder of any office, public or private? \_\_\_\_\_ If so, state the following:

(a) Nature of discipline, suspension, or disqualification:

(b) Date of discipline, suspension, or disqualification:

(c) Name/address of person or body with possession of the record:

(d) Reason(s) for the discipline, suspension, or disqualification:

**\*Attach copies of all documents relating to such discipline, suspension, or disqualification including any order of discipline or disqualification.**

6. Have you been charged with, arrested or questioned regarding the violation of any law (include all incidents except for infractions in which an appearance in court could be waived by paying a fine)?

\_\_\_\_\_  
If so, provide the following information:

(a) Name and location of the tribunal:

(b) Date, case number, and caption of the pleadings:

(c) The nature of the proceeding:

(d) Disposition:

(e) Location of the record relating to the proceeding:

7. State the reason you desire to provide legal services without charge to indigent persons in the State of North Carolina:

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8. By executing this petition, you acknowledge that you are submitting to the disciplinary jurisdiction of the North Carolina State Bar, and will be governed by the North Carolina Rules of Professional Conduct in regard to any law practice authorized by the council in consequence of the petition.

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Signature Date

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Notary Public

My commission expires: \_\_\_\_\_