

**Pennsylvania Continuing Legal Education  
Affirmation of Pro Bono Service - CLE Credit Request Form**



To receive continuing legal education credit for approved pro bono services, please complete this form and return it to the Accredited Provider of Pro Bono CLE. The Accredited Provider of Pro Bono CLE will confirm your service and file your credits with the Continuing Legal Education Board.

**To Be Completed By Attorney**

1. Attorney Name: \_\_\_\_\_ Supreme Court of PA ID# \_\_\_\_\_

2. Client(s): \_\_\_\_\_

3. Description of Matter: \_\_\_\_\_

4. Matter Completed:     Yes         No

5. Total Hours of Legal Services Performed: \_\_\_\_\_

6. CLE Credits Requested: \_\_\_\_\_

(You may request one substantive CLE credit for every five hours of Pro Bono services performed. No more than three CLE Credits may be applied to the compliance period.)

I hereby affirm that I have performed the above stated number of hours for pro bono services:

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

**Instructions for Accredited Providers of Pro Bono CLE**

Accredited Providers of Pro Bono CLE should verify the information provided above by the participating attorney. Providers must submit the total number of CLE credits to the Pennsylvania Continuing Legal Education Board within 30 days of the filing of this report. Credits shall be forwarded via the CLE Boards electronic filing system: <https://www.asapnexus.org>. For record keeping and tracking purposes, please retain a copy of this information for three years.

**Questions & Additional Information**

For more information on the Pennsylvania Continuing Legal Education Board's CLE for Pro Bono program, please visit [www.pacle.org](http://www.pacle.org) or contact the Board's Provider Coordinator, Nate Graham at 717-231-3230 or [ngraham@pacle.org](mailto:ngraham@pacle.org).

**Philadelphia VIP Note:** Credits can only be awarded at the conclusion of your case. Once your case is has concluded, please submit this completed form to Joe Durkin at [jdurkin@phillyvip.org](mailto:jdurkin@phillyvip.org).