

**Pennsylvania Continuing Legal Education**  
**Affirmation of Pro Bono Service - CLE Credit Request Form**  
**for Use with Philadelphia VIP**



To receive continuing legal education credit for approved pro bono services, please complete this form and email it to Tom Chaykun, Administrative Assistant, at [tchaykun@phillyvip.org](mailto:tchaykun@phillyvip.org). Philadelphia VIP will confirm your service and file your credits with the CLE Board.

**To Be Completed By Attorney**

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

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

3. Please attach a copy of your closing letter to the client, which should include a brief description of the matter and the legal services provided.

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.)

7. To help the CLE Board collect valuable feedback on this initiative, please visit the following link to complete a short survey on your experience:

<https://www.pacle.org/survey>

Your input will help us evaluate this pilot and prepare a final report and recommendation for the Pennsylvania Supreme Court.

Check here when survey completed

8. 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).