

The Australian Pro Bono Manual



A practice guide and resource kit for law firms

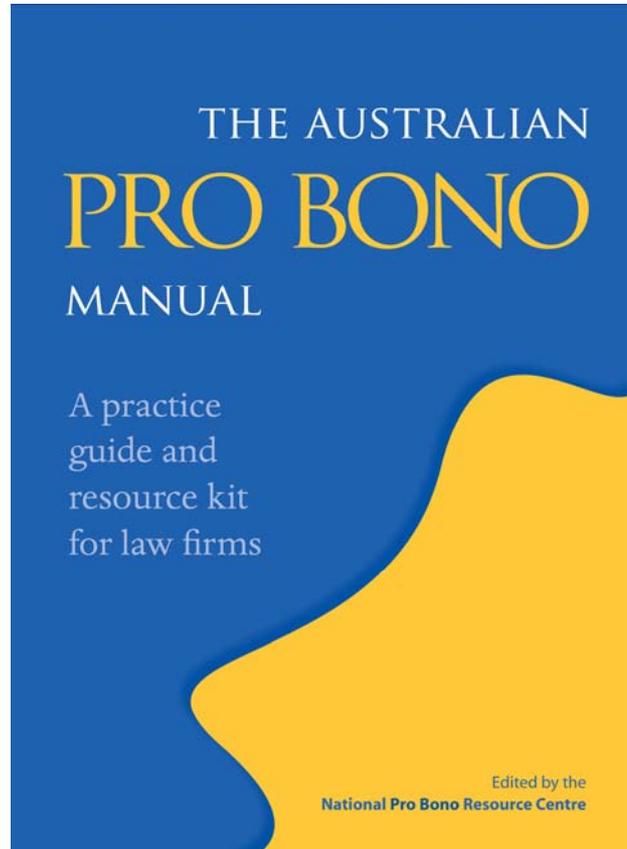


This invaluable resource provides practical information on establishing, managing and improving pro bono programs.

As well as providing models of pro bono legal practice, the guide includes information on issues such as fostering a pro bono culture, co-ordination, supervision and secondment of staff, disbursements, taxation, dealing with requests for assistance, clients with particular needs, record keeping, file management and more.

Sample policy and procedure documents, and pro forma letters, forms and agreements are also included as well as information on useful contacts and referral services.

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‘written for law firms, by law firms ... a useful tool in the toolbox of any pro bono coordinator.’

Australian Law Librarian

‘an invaluable reference source for lawyers participating in community service work. Particularly for small and medium size firms ... it contains information and precedents which enable the administration associated with pro bono work to be performed quickly and effectively.’

Kalinda Cobby
Pro Bono Partner, Lane & Lane

‘Implementing a pro bono and community service program in a national law firm is a complicated process. The Australian Pro Bono Manual, with its analysis of the different models of service provision, and its realistic commentary about procedural and management issues, was a very useful resource. I would recommend the manual to anyone who requires a holistic and practical understanding of this emerging area of activity in the legal profession.’

Michael Rosenfeld
Director, Community Assistance Scheme
Sparke Helmore Lawyers