



New York State Attorney Registration Form

Office of Court Administration • General Post Office Box 29327 • New York, NY 10087

SECOND NOTICE

BIENNIAL PERIOD	AMOUNT DUE	DUE DATE
2020-2021	\$375.00	March 2020
TOTAL FEES DUE:		\$375.00

Attorney Registration Number: 1826593

For Official Use Only

182659320202021

1237595265

Notice Date: 07/01/2020

Complete all of the applicable information on the front and back of this form and make a copy for your records. DETACH AND RETURN the original with your payment (or certification of retirement) to the Office of Court Administration using the enclosed pre-printed envelope.

SECTION A:**PERSONAL INFORMATION**

Review your personal information and make any corrections on the right portion of this page, or check the box to indicate "NO CHANGES OR CORRECTIONS TO PERSONAL INFORMATION"

PERSONAL INFORMATION

**PRINT CHANGES OR
CORRECTIONS BELOW**

CURRENT NAME: CLAUDE ANTHONY SIMON	
NAME WHEN ADMITTED (if different):	
BUSINESS ADDRESS: 534 W 42nd St Apt 8 New York, NY 10036-6221	
BUSINESS PHONE: (212) 683-9300	
E-MAIL ADDRESS (optional): Note: if provided, the e-mail address will be made public	
HOME ADDRESS (required): Note: the home address becomes public information if no business address is listed 71 Tonjes Rd Callicoon, NY 12723-5729	
SOCIAL SECURITY NUMBER: XXX-XX-1158 An explanation of why Social Security Numbers are required as part of this application may be found at: www.nycourts.gov/attorneys/registration Social Security numbers will not be made public. The first 5 digits of your Social Security Number have been concealed to protect your confidentiality.	
DATE OF BIRTH: 03/05/1956	
LAW SCHOOL: Brooklyn Law School	
YEAR ADMITTED TO NEW YORK BAR: 1982	
JUDICIAL DEPT OF ADMISSION: 2	

**NO CHANGES OR CORRECTIONS TO PERSONAL INFORMATION**

proceed to next page ➡

B: REGISTRATION Pay the fee (OPTION 1) - OR - Certify as "retired" from the practice of law and exempt from paying the fee (OPTION 2)

OPTION 1: REGISTRATION FEE ENCLOSED

☐ CHECK / MONEY ORDER: Amount \$ _____ (payable to: NYS Office of Court Administration) OR:

☐ CREDIT CARD Expiration (mm/yy) ____ / ____ Billing Zip: _____ Amount \$ _____

CVV#: AmEx (4 digits front) _____ or M/C-Visa-D (3 digits back) _____

Name on card (print): _____ Signature: _____

OPTION 2: CERTIFICATION OF RETIREMENT

☒ I certify that I am retired from the practice of law as defined in 22 NYCRR §118.1 (g) and therefore am not required to pay the fee.

Signature: Charles Simon Date: 9-9-20

ATTORNEY EMERITUS PROGRAM (Open to attorneys 55 years of age or older and with 10 years of experience)

☐ I wish to enroll, or continue my enrollment, as an Attorney Emeritus and volunteer to perform *pro bono* services in N.Y. State under the auspices of a qualified legal services provider. (See Page 5 for more details.)

Signature: _____

C: MANDATORY CONTINUING LEGAL EDUCATION (22 NYCRR §1500)

You **MUST FULLY COMPLETE ONE** of the following: If you are unable to check any of the certifications below, contact the CLE office at 212-428-2105. 22 NYCRR §1500 and additional information on the CLE program may be found at www.nycourts.gov/attorneys/cle.

☐ 1. **COMPLETED CLE CREDIT REQUIREMENT:** I certify that I completed _____ CLE credit hours in this CLE reporting cycle. I also have _____ CLE credit hours, if any, carried over from the last reporting cycle (maximum 6). I am in full compliance with the requirements of the New York State CLE Program (22 NYCRR §1500) and have retained documentation of my compliance.

☒ 2. **EXEMPT FROM CLE CREDIT REQUIREMENT:**

A. I certify that I am exempt from the CLE requirement because, throughout the CLE reporting cycle, I did not practice law in New York, I was "retired" from the practice of law, or I was a full-time member of the military on active duty; and

B. I further certify that either I have complied with the CLE requirement to which I am subject in another jurisdiction, or I am not subject to a CLE requirement in any other jurisdiction.

☐ 3. **APPLIED FOR EXTENSION, WAIVER OR MODIFICATION:** I certify that my application for an: (circle one)

EXTENSION / WAIVER / MODIFICATION from the CLE Board is pending or has been granted. DATE OF APPLICATION: (mm/dd/yyyy) ____ / ____ / ____

D: COMPLIANCE WITH OBLIGATION TO REPORT VOLUNTARY PRO BONO SERVICES AND CONTRIBUTIONS

Additional information on Voluntary Pro Bono Services and Contributions, including aspirational goals and reporting requirements, may be found at: www.nycourts.gov/attorneys/probono.

All attorneys, whether resident or non-resident, active or retired must file the **Anonymous Report of Voluntary Pro Bono Services and Contributions** included with this registration packet. Please sign this section to affirm that your anonymous report was filed. A separate blue envelope is included for mailing that report.

I affirm that I have filed the **Anonymous Report of Voluntary Pro Bono Services and Contributions**, and am in compliance with 22 NYCRR §118.1(e)(14).

Signature: Charles Simon Date: 9-9-20

E: COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS (Gen. Oblig. L. §3-503) You **MUST CHECK ONE** of the following:

☒ 1. I CERTIFY THAT I AM NOT UNDER A LEGAL OBLIGATION TO PAY CHILD SUPPORT in this state or elsewhere.

☐ 2. I CERTIFY THAT I AM UNDER A LEGAL OBLIGATION TO PAY CHILD SUPPORT in this state or elsewhere and **AM IN COMPLIANCE** with these obligations as defined in Gen. Oblig. L. §3-503.

☐ 3. I CERTIFY THAT I AM UNDER A LEGAL OBLIGATION TO PAY CHILD SUPPORT in this state or elsewhere and **AM NOT IN COMPLIANCE** with these obligations (Gen. Oblig. L. §3-503.)

F: AFFIRMATION OF COMPLIANCE WITH PART 1200 (Rule 1.15) For attorneys whose practice falls within the 1st or 2nd Depts.

In accordance with §603.27 (1st Dept.) or §691.12 (2nd Dept.) of the Rules of the Appellate Division, I affirm that I have read, and am in compliance with, Part 1200 (Rule 1.15) of the Joint Rules of the Appellate Divisions, governing the conduct of attorneys, which requires an attorney to preserve the identity of funds and property entrusted to him or her and to maintain certain records relative thereto.

Signature: Charles Simon Date: 9-9-20

G: VERIFICATION: I affirm that the statements contained herein are true to the best of my knowledge and belief.

Signature: Charles Simon Date: 9-9-20

Complete all of the applicable information on the front and back of this form and make a copy for your records. DETACH AND RETURN the original with your payment (or certification of retirement) to the Office of Court Administration using the enclosed pre-printed envelope.

SECTION H: DEMOGRAPHIC INFORMATION

ID#- 49C43481

The following information is optional. It is being obtained for statistical purposes only and will not be made public. **If completed, please return with your registration form.**

GENDER - select one

- ☐ Female
☐ Male

RACE - select one or more

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White/Caucasian

ETHNICITY - select one

- ☐ Hispanic or Latino
☐ Not Hispanic or Latino

CURRENT EMPLOYMENT CATEGORY -

select one or more

- ☐ Attorney in Private Practice
☐ Corporate Counsel
☐ Government Lawyer
☐ Judge
☐ Law School Faculty/Administrator
☐ Non-Legal Occupation
☐ Public-Interest Lawyer
☐ Retired
☐ Not Currently Employed
☐ Other

ATTORNEY EMERITUS PROGRAM

The Unified Court System, in cooperation with the organized bar, legal services providers and other members of the legal community, has established the "Attorney Emeritus" Program to encourage experienced attorneys to volunteer their legal skills on a pro bono basis to assist low-income New Yorkers who cannot afford an attorney.

To be eligible as an "Attorney Emeritus" you must be an attorney in good standing who is **at least 55 years of age and has practiced law for a minimum of 10 years**. By enrolling as an Attorney Emeritus you indicate your willingness to volunteer a minimum of 30 hours of pro bono legal services each year under the auspices of a qualified legal services organization in New York. If you meet the above criteria, you may enroll as an Attorney Emeritus (or continue your enrollment) by signing your name in the Attorney Emeritus Enrollment Section of the form.

Attorneys who sign Option 2 and are retired from the practice of law will derive the following benefits:

- Exemption from paying the biennial attorney registration fee.
- Malpractice insurance coverage afforded by the organization for which they provide legal services, as well as access to the offices and staff of the sponsoring organization.

- Exemption from mandatory CLE requirements, with any necessary training provided free of charge by the sponsoring organization.

- Special recognition and acknowledgment of appreciation from the Chief Judge and State Bar President upon completion of the pro bono hours.

Attorneys who sign Option 1 and are not retired from the practice of law must continue to pay the attorney registration fee and comply with mandatory CLE requirements.

You may begin your service as an Attorney Emeritus immediately by contacting one of the many organizations in need of volunteers. Please visit our website at **www.nycourts.gov** and follow the links for "Volunteer Attorney Programs" and "Attorney Emeritus Program" to find the descriptions and contact information for dozens of organizations that need volunteer attorneys. If you would like someone to assist you with this process, please contact us at:

877-800-0396 or AEP@nycourts.gov.

If you are an experienced attorney, we hope that you will consider volunteering your time and legal skills to help low-income New Yorkers in need of legal assistance.

Your
**Attorney
 Registration
 Form
 CHECKLIST**

Have you
 completed
 the following?

Remember to make
 checks payable to:
**NYS Office of
 Court Administration.**

Please check the following information:

- ✓ **SECTION A: PERSONAL INFORMATION**
- ✓ **SECTION B: PAYMENT OR CERTIFICATION OF RETIREMENT**
- ✓ **SECTION C: MANDATORY CONTINUING LEGAL EDUCATION**
- ✓ **SECTION D: ANONYMOUS REPORT OF VOLUNTARY PRO BONO SERVICES AND CONTRIBUTIONS (Separate filing – see instructions)**
- ✓ **SECTION E: COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS**
- ✓ **SECTION F: AFFIRMATION OF COMPLIANCE**
- ✓ **SECTION G: VERIFICATION**
- ✓ **SECTION H: DEMOGRAPHIC INFORMATION (Optional)** Return with your form.
- ✓ **ATTORNEY EMERITUS PROGRAM** Have you considered enrolling in this program?
- ✓ Have you made a copy of the **ATTORNEY REGISTRATION FORM** (front and back) for your records?
- ✓ Have you placed a stamp on the **RETURN ENVELOPE?**

Please use the pre-addressed envelope to return your ATTORNEY REGISTRATION FORM (with payment, if applicable) to the NEW YORK STATE OFFICE OF COURT ADMINISTRATION.

REGISTRATION OF ATTORNEYS

PART 118 RULES OF THE CHIEF ADMINISTRATOR

§ 118.1 Filing requirement.

- (a) Every attorney admitted to practice in New York State on or before January 1, 1982, whether resident or nonresident, and whether or not in good standing, shall file a registration statement with the Chief Administrator of the Courts no later than March 1, 1982, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.
- (b) Every attorney admitted to practice in New York State after January 1, 1982, and on or before January 1, 1986, whether resident or nonresident, and whether or not in good standing, shall file a registration statement within 60 days of the date of such admission and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.
- (c) Every attorney admitted to practice in New York State after January 1, 1986, whether resident or nonresident, and whether or not in good standing, shall file a registration statement prior to taking the constitutional oath of office, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.
- (d) The registration statement shall be filed in person at the Office of Court Administration, 25 Beaver Street, 8th Floor, in the City of New York, or by means of an online program implemented by the Chief Administrator, or by ordinary mail addressed to Office of Court Administration, General Post Office, PO Box 29327, New York, N.Y. 10087-9327. The report of pro bono services and charitable contributions described in section 118.1(e) (14) shall be filed in the manner directed by the Chief Administrator of the Courts.
- (e) The registration statement shall be on a form provided by the Chief Administrator and shall include the following information, attested to by affirmation:
 - (1) name of attorney; (2) date of birth; (3) name when admitted to the bar; (4) law school from which degree granted; (5) year admitted to the bar; (6) judicial department of admission to the bar; (7) office addresses (including department); (8) home address; (9) business telephone number; (10) social security number; (11) e-mail address (optional); (12) race, gender, ethnicity and employment category (optional); (13) compliance with child support obligations; (14) in a separate statement, filed anonymously in a manner directed by the Chief Administrator, (a) a mandatory report of pro bono services and contributions, as defined in Rule 6.1 of the attorney Rules of Professional Conduct, performed or contributed by the attorney in the previous two calendar years, and (b) a report of such other pro bono service and contributions over the same period as the attorney may choose to describe.
- (f) In the event of a change in the name of attorney, office addresses, home address, business telephone number, or e-mail address reported pursuant to subdivision (e) of this section, the attorney shall file an amended statement within 30 days of such change.
- (g) Each registration statement filed pursuant to this section shall be accompanied by a registration fee of \$375. No fee shall be required from an attorney who certifies that he or she has retired from the practice of law. For purposes of this section, the "practice of law" shall mean the giving of legal advice or counsel to, or providing legal representation for,

a particular body or individual in a particular situation in either the public or private sector in the State of New York or elsewhere; it shall include the appearance as an attorney before any court or administrative agency. An attorney is "retired" from the practice of law when, other than the performance of legal services without compensation, he or she does not practice law in any respect and does not intend ever to engage in acts that constitute the practice of law. For purposes of section 468-a of the Judiciary Law, a full-time judge or justice of the Unified Court System of the State of New York, or of a court of any other state or of a Federal court, shall be deemed "retired" from the practice of law. An attorney in good standing, at least 55 years old and with at least 10 years experience, who participates without compensation in an approved pro bono legal services program, may enroll as an "attorney emeritus."

- (h) Failure by any attorney to comply with the provisions of this section shall result in referral for disciplinary action by the Appellate Division of the Supreme Court pursuant to section 90 of the Judiciary Law.

§ 118.2 Public access to attorney registration information.

- (a) Except as otherwise provided in this section, the information contained in the registration statement filed pursuant to section 118.1 of this Part shall be made available to the public upon submission of a written request and the payment of a charge for production, pursuant to the following schedule:
 - (1) Information for individual registered attorney by name: (i) no charge for single inquiry; (ii) \$2.50 for each additional name.
 - (2) Names and business addresses of registered attorneys by geographical area: (i) \$25.00 for 100 or fewer names; (ii) \$1.00 for each additional 100 names; (iii) \$100 for list of all registered attorneys.

Other requests may entail additional fees as circumstances warrant. Fees may be waived for requests by government agencies. Written requests for information shall be made to the Attorney Registration Unit, Office of Court Administration, 25 Beaver Street, 8th Floor, New York, N.Y. 10004.

- (b)
 - (1) The home address of an attorney shall be made available to the public only in the following circumstances: (i) where no office is listed, the home address will be made public; (ii) where an office address is listed, but a request for information alleges that the attorney cannot be located at that address, the home address will be made public only if the Chief Administrator determines, by independent inquiry, that the attorney cannot be located at the listed office address.
 - (2) The date of birth, social security number, pro bono service and contribution information (other than aggregate statistical information), race, gender, ethnicity and employment category of the attorney shall not be made available to the public.
- (c) All information relating to a particular attorney will be provided to that attorney or, on the attorney's written request, to any person or agency.
- (d) All information, other than anonymous pro bono data, will be available at all times to the attorney grievance committees of the Appellate Divisions.
- (e) Upon a showing of good cause in individual cases, a Presiding Justice of the Appellate Division may direct the non-disclosure of information otherwise available pursuant to this section.

Rev. June 1, 2015

RULES OF PROFESSIONAL CONDUCT

PART 1200 JOINT RULES OF THE APPELLATE DIVISIONS

Rule 1.15 [former section 1200.46]: Preserving Identity of Funds and Property of Others; Fiduciary Responsibility; Commingling and Misappropriation of Client Funds or Property; Maintenance of Bank Accounts; Record Keeping; Examination of Records.

- (a) **Prohibition Against Commingling and Misappropriation of Client Funds or Property.** A lawyer in possession of any funds or other property belonging to another person, where such possession is incident to his or her practice of law, is a fiduciary, and must not misappropriate such funds or property or commingle such funds or property with his or her own.
- (b) **Separate Accounts.**
 - (1) A lawyer who is in possession of funds belonging to another person incident to the lawyer's practice of law shall maintain such funds in a banking institution within New York State that agrees to provide dishonored check reports in accordance with the provisions of 22 N.Y.C.R.R. Part 1300. "Banking institution" means a state or national

bank, trust company, savings bank, savings and loan association or credit union. Such funds shall be maintained, in the lawyer's own name, or in the name of a firm of lawyers of which the lawyer is a member, or in the name of the lawyer or firm of lawyers by whom the lawyer is employed, in a special account or accounts, separate from any business or personal accounts of the lawyer or lawyer's firm, and separate from any accounts that the lawyer may maintain as executor, guardian, trustee or receiver, or in any other fiduciary capacity; into such special account or accounts all funds held in escrow or otherwise entrusted to the lawyer or firm shall be deposited; provided, however, that such funds may be maintained in a banking institution located outside New York State if such banking institution complies with 22 N.Y.C.R.R. Part 1300 and the lawyer has obtained the prior written approval of the person to whom such funds belong specifying the name and address of the office or branch of the banking institution where such funds are to be maintained.



NEW YORK STATE
Unified Court System
**Anonymous Report of Voluntary Pro Bono
Services and Contributions**

and at www.nycourts.gov/attorneys/probono.

All attorneys, whether resident or non-resident, active or retired **MUST** file this anonymous form to complete their registration. A separate envelope is included for mailing this report.

I. REPORTING PERIOD: This report covers the calendar years

2 0 1 8 - 2 0 2 0

Answer all questions for the two calendar years preceding the filing of your registration statement. (For example, if the registration statement is filed any time during 2015, please report information for the period January 2013 through December 2014.)

II. REPORTING REQUIREMENT

- ☐ **a. REQUIRED TO REPORT:** I am required to report my voluntary pro bono legal services and contributions provided during the two calendar years preceding the year my registration was due. (Please complete sections III - VI.)
- ☒ **b. EXEMPT:** I am retired from the practice of law as defined in 22 NYCRR 118.1(g) and am therefore exempt from the requirement to report my voluntary pro bono services and contributions. (If you are exempt, you may stop here, and return this form without reporting additional information – or, AT YOUR OPTION, you may complete sections III - VI IF YOU WISH to report pro bono services and contributions.)

III. BACKGROUND QUESTIONS (Unless you are exempt, you must complete this section.)

a. AGE GROUP (check one):

☐ under 35 ☐ 35-44 ☐ 45-54 ☐ 55-65 ☐ over 65

b. NUMBER OF YEARS ADMITTED TO PRACTICE (check one):

☐ 5 or fewer ☐ 6-10 ☐ 11-15 ☐ 16-20 ☐ over 20

c. EMPLOYMENT DURING THE TWO-YEAR REPORTING PERIOD (check one):

☐ Private Law Firm Practice ☐ Not-for-profit Sector (legal) ☐ Corporate In-house Counsel ☐ Government (Legal)
☐ Non-legal Occupation ☐ Law School Faculty ☐ Not Employed ☐ Other _____

d. LOCATION OR JUDICIAL DISTRICT (JD) OF PRINCIPAL PLACE OF BUSINESS (check one):

☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Richmond ☐ Long Island ☐ 3rd JD ☐ 4th JD
☐ 5th JD ☐ 6th JD ☐ 7th JD ☐ 8th JD ☐ 9th JD ☐ Outside NYS ☐ Outside USA

e. IF AN ATTORNEY IN PRIVATE PRACTICE, SIZE OF FIRM (number of attorneys):

☐ 1 (solo) ☐ 2-10 ☐ 11-40 ☐ 41-100 ☐ 101-200 ☐ Over 200 ☐ Not applicable

IV. RULE 6.1 PRO BONO LEGAL SERVICES AND CHARITABLE CONTRIBUTIONS (Unless you are exempt, you must complete this section. See instructions for details.)

a. DURING THE REPORTING PERIOD, I PERFORMED APPROXIMATELY **HOURS OF UNPAID LEGAL SERVICES, as described in Rule 6.1(b) of the Rules of Professional Conduct.**

b. DURING THE REPORTING PERIOD, I CONTRIBUTED FUNDS TO LEGAL SERVICES ORGANIZATIONS, as described in Rule 6.1(c) of the Rules of Professional Conduct, in the following amount (check one):

☐ \$0 ☐ \$1-250 ☐ \$251-750 ☐ \$751-2000 ☐ \$2001-5000 ☐ \$5001-\$25000 ☐ Over \$25000

V. OTHER PRO BONO SERVICES AND CONTRIBUTIONS (You may report, on a voluntary basis, all other types of charitable and pro bono services and contributions, excluding those reported in Section IV. See instructions for additional details.)

a. DURING THE REPORTING PERIOD, I PERFORMED APPROXIMATELY **HOURS OF UNPAID SERVICES, of a legal and non-legal nature, pro bono publico.**

b. DURING THE REPORTING PERIOD, I PERFORMED APPROXIMATELY **HOURS OF LEGAL SERVICES, at a rate substantially below my normal billing rate for such services, pro bono publico.**

c. DURING THE REPORTING PERIOD, I contributed the following amount to charitable causes (check one):

☐ \$0 ☐ \$1-250 ☐ \$251-750 ☐ \$751-2000 ☐ \$2001-5000 ☐ \$5001-\$25000 ☐ Over \$25000

VI. IF YOU WISH TO PROVIDE DETAILS of your service and contributions reported above, please do so.

Anonymous Report of Voluntary Pro Bono Services and Contributions

While pro bono service by attorneys is not mandatory in New York State, New York's attorneys have a long tradition of public and charitable service and contribution – of both a legal and non-legal nature – to their communities. In addition, Rule 6.1 of the Rules of Professional Conduct (22 NYCRR Part 1200, Rule 6.1) strongly encourages attorneys to perform pro bono legal services to benefit poor persons, and to contribute financially to organizations that provide legal services to poor persons. The reporting requirement set forth below is intended to recognize these broad accomplishments, as well as provide empirical data by which the Administrative Board of the Courts may assess the full extent of the legal services and contributions to legal assistance to the poor made by the New York bar.

Additional information, including links to Pro Bono resources, rules and FAQs may be found at:
www.nycourts.gov/attorneys/probono

GENERAL INSTRUCTIONS

Mandatory Filing – Anonymous Format: The filing of this pro bono information form is **required** of all attorneys, whether resident or non-resident, active or retired, in order to complete the biennial registration to the New York bar. However, the filing is **anonymous**: the information does not identify the filer, is maintained separately from data reported in the principal attorney registration form, and is used for purposes of aggregate descriptive statistical analysis.

Estimates and Recordkeeping: If at any time you are uncertain of the exact figure to report, use your best estimate (if none, enter 0). Court rules do not require attorneys to keep contemporaneous records of pro bono service or contributions, and attorneys will not be required to provide proof of such information.

Maintaining Copies of this Report: Although the pro bono service report is filed anonymously, its filing is mandatory. Consequently, it is highly **recommended** that attorneys keep a copy of the report in their files, in the event that the issue of filing is ever called into question.

Mailing – Separate Envelope and Address: To assure anonymity, these reports must be mailed in a separate (blue) envelope, to a separate address from the remainder of the Attorney Registration Form. Be sure to mail the form in the appropriate envelope to:

NYS Office of Court Administration
Attorney (Anonymous) Pro Bono Reporting
P.O. Box 5058
White Plains, NY 10602-5058

SECTION I

Reporting Period – Preceding Two Calendar Years: For purposes of this pro bono report, please answer all questions for the two-year period ending on December 31 of the year preceding the filing of your registration statement. (For example, if the registration statement is filed any time during 2015, please report information for the period January 2013 through December 2014.)

SECTION II

Reporting Requirement: All attorneys, whether resident or non-resident, active or retired (including exempt filers described below), **MUST file this anonymous form to complete their registration.**

Exempt Filers: If you are "retired" from the practice of law as defined in 22 NYCRR §118.1(g), the Administrative Board of the Courts has determined that you are exempt from this mandatory reporting requirement. You may simply check the "Exempt" box and return the form without further information. However, even if you check "Exempt", you may voluntarily choose to report your pro bono service and complete the remainder of the form.

SECTION III

Background Questions: This section requires reporting of general, anonymous background information required for data analysis.

If you don't know the Judicial District in which your principal place of business is located, a list of judicial districts by county is set forth at
www.nycourts.gov/attorneys/probono.

SECTION IV

Rule 6.1 Pro Bono Legal Services and Charitable Contributions:

This section requires reporting of a narrow category of legal services to the poor,

and contributions to legal organizations serving the poor. The reporting of this information is **mandatory** except for exempt filers.

Legal Services: You should report hours of pro bono services if they were performed without charge and were:

- legal services**, in civil matters, and in those criminal matters for which the government is not obliged to provide funds for legal representation, provided directly to persons who were financially unable to compensate counsel; or
- legal services** related to improving the administration of justice by simplifying the legal process for, or increasing the availability and quality of legal services to, poor persons; or
- legal services** provided to charitable, religious, civic and educational organizations in matters designed primarily to address the needs of poor persons.

Financial Contributions: You should report financial contributions if they were made to organizations:

- primarily** engaged in legal services to the poor; or
- substantially** engaged in the provision of legal services to the poor, provided that the donated funds were to be used for the provision of such legal services.

A further discussion of these issues may be found at
www.nycourts.gov/attorneys/probono.

SECTION V

Other Pro Bono Services and Charitable Contributions – Both Legal and Non-Legal:

This section provides the opportunity to report pro bono services and charitable contributions **NOT** reported in Section IV, without categorical limitation. While such reporting is strongly encouraged in order to provide a description of the full scope of charitable endeavors of New York attorneys, **filers may, at their option, decline to report some or all of the information requested. This section has three parts.**

a. Voluntary Services: You may report the total number of hours of **voluntary and unpaid public, community, or charitable service** provided to any person, institution or cause (excluding service already reported in Section IV). Such service may be legal or non-legal in nature. Voluntary legal services include, but are not limited to, unpaid volunteer work of a legal nature on not-for-profit boards and for bar associations, and voluntary mediation or arbitration. Voluntary non-legal services include, but are not limited to, service on not-for-profit boards and for bar associations, voluntary work for charitable organizations such as soup kitchens, and similar activities.

b. Legal Services at a reduced rate: You may report the total number of hours of legal services that you provided at a rate substantially below your normal billing rate, **pro bono publico**. For these purposes, "substantially below" means a rate at least 40% below a usual billing rate; but individual filers may apply a more or less restrictive definition. Fees that were intended to be billed and collected, but were written off as uncollectible, should not be included.

c. Financial Contributions: You may report the total of all charitable contributions made to any institution, person or cause (excluding those reported in Section IV).

SECTION VI

Comments and Further Details: You may (but are not required to) provide further details of the service and contributions reported above. For example, you may wish to provide a more exact amount of section 6.1 contributions, or a brief description of your voluntary services.