

**FOURTH JUDICIAL CIRCUIT  
DUVAL COUNTY, FLORIDA  
PRO BONO COMMITTEE**

**2024 COMPREHENSIVE PRO BONO PLAN**

The Fourth Judicial Circuit Pro Bono Committee, in alignment with Administrative Order 2011-05, Pro Bono Service, has taken a significant step by establishing the 2024 Comprehensive Pro Bono Plan. This plan is a testament to our commitment to providing free legal services to qualified indigent clients in civil matters and ensuring the delivery of high-quality legal services.

**The Committee is informed and guided by the following:**

The goals of the Fourth Judicial Circuit Pro Bono Plan are to establish procedures that promote and facilitate the recruitment of attorneys to provide free legal services to qualified indigent clients in civil matters, ensure the delivery of high-quality legal services, and provide transparency for legal aid operations. The committee should review the plan annually to ensure its relevance and effectiveness.

The term "pro bono legal services" does not limit itself to providing representation in judicial proceedings. It also includes, but is not limited to, community legal education to eligible client groups; participation in client intake and conducting interviews of eligible clients; participation in pro se clinics; mentoring or assisting other attorneys in pro bono matters; and presentation of legal seminars designed to train other attorneys to handle pro bono cases.

**General Responsibilities of Committee Members:**

The committee's membership, a diverse and inclusive group, comprises persons committed to advancing the mission of pro bono service, supporting recruitment initiatives, encouraging attorneys and law firms to provide indigent services, and suggesting innovation and improvements to current practices. Members are expected to faithfully attend committee meetings, serve on such subcommittees as may be established to implement the circuit plan and advance the goals of pro bono service with members of the bar and community stakeholders.

The Committee is committed to actively monitoring the success of Plan implementation and making recommendations based on community needs. We shall meet at least quarterly to consider and review the Plan, and officers and subcommittees may meet more frequently, as needed, to assist the Committee in fulfilling its responsibilities. This proactive approach ensures

that we are responsive to the evolving needs of our community.

The Committee will maintain four subcommittees. Each of these will have specific goals and objectives to develop plans and establish opportunities for the legal community to address the legal needs of people with low incomes.

**These four subcommittees include:**

- a. Large Firm Involvement (Pro Bono Roundtable and The Large Firm Committee)
- b. Recognition, and
- c. Recruitment

Each subcommittee will meet separately from the full Pro Bono Committee. These meetings will occur at least quarterly and can be in person or via conference call. Each subcommittee will have a chair appointed by the Circuit Committee Chair, who will make a report at the Pro Bono Committee quarterly meetings. The report will include progress and changes in the subcommittees' goals and objectives.

The committee shall submit the annual report outlined in Rule 4-6.5(c)(2) to the Florida Bar Standing Committee on Pro Bono Legal Services. The committee's administrator will submit an annual report after assessing attorney pro bono participation during the preceding calendar year. The annual report shall include a pro bono plan for the coming year.

***I. Large Firm Involvement Subcommittee***

Objectives:

1. Increase the number of volunteers supporting pro bono programs in the Circuit through the resources of the Circuit's large firm.
2. Increase the variety of pro bono opportunities for lawyers to provide legal services to low-income families.
3. Improve the support provided to lawyers who make pro bono legal services

available to low-income families.

## ***II. Recognition Subcommittee***

Objectives:

1. To recognize the pro bono efforts of attorneys annually.

## ***III. Recruitment Subcommittee***

Objectives:

1. Increase engagement by the private bar via participation with various JBA committees, including The Young Lawyers Division.