



**POLICY OF THE PRO BONO COMMITTEE
(Pro Bono Committee was formerly known as the Legal Aid Conflicts Committee)**

POLICY ON HANDLING PRO BONO CONFLICTS CASES

Adopted by the Board of Directors October 14, 2008

Amended March 13, 2018

The Roanoke Bar Association (“RBA”) recognizes the importance of providing legal services to clients of Blue Ridge Legal Services and Legal Aid Society of the Roanoke Valley who cannot be represented by those agencies due to conflicts of interest. Article XXIV of the RBA Bylaws requires the RBA Pro Bono Committee to receive and send these conflicts cases to volunteer members of the RBA for pro bono legal services. This conflicts process shall be conducted pursuant to the guidelines established herein.

Blue Ridge Legal Services, Inc. and the Legal Aid Society of the Roanoke Valley shall be the agencies from which the RBA will receive conflicts cases. Conflicts cases shall be those for which these legal services agencies have already provided at least an attorney consultation and shall be cases for which the legal services agencies would have provided legal services were it not for the conflict of interest. Completion of an application with a legal services agency alone will not serve as a conflict.

RBA member participation in the conflict cases shall be initiated by completion of the Pro Bono Conflict Case form, which identifies the geographic and subject matter areas covered by the legal services agencies. Participation may be by full representation or advice only. For advice-only cases and cases for which the RBA member will not appear in court, the RBA

member must be compliant with the Virginia Rules of Court, including rules governing ghostwriting.

The conflicts process commences with receipt of a conflicts case from a legal services agency. The legal services agency's involvement will end upon submission of the conflict to the RBA, unless no RBA member can be identified to provide legal services. In that event, the case will be returned to the legal services agency.

Upon receipt of a conflicts case, the Pro Bono Committee Chair or the Executive Director will search the RBA member conflicts case volunteer database by geographic region covered and subject matter and contact members on a rotating basis. The available attorney volunteer will tentatively accept the case contingent on an internal conflicts check. Upon conflicts clearance, the attorney will assume full responsibility for the case and RBA involvement will end. The volunteer attorney's professional liability coverage will apply to disputes over the pro bono representation.

This conflicts management process does not constitute a referral or endorsement of the legal services provided, but merely passes to an RBA member conflicts cases for which the RBA member has volunteered to provide pro bono legal services.