

## GUIDELINES FOR ICRA PRO BONO COMMITTEE

Pro bono is defined as “for the public, or general, good.” It does not necessarily mean for free.

ICRA Constitution and Bylaws state: “Pro Bono Committee: This committee shall consist of co-chairs, one Official and one Freelance, and members who are willing to donate their time and talent. The committee is responsible for receiving requests for pro bono work.”

By agreement of the members of the ICRA Pro Bono Committee, the following guidelines have been established:

- ◆ Unless the volunteering reporter chooses to do otherwise, pro bono services will only be provided in those cases where an attorney has taken the case through the Volunteer Lawyers Project, to ensure that the party or parties qualify for pro bono services.
- ◆ The party requesting pro bono services will be informed that there will be a minimum fee of \$2.00 p/page, whether a transcript is requested or not, for any work done, unless the volunteering reporter waives the same, or agrees to do the work for a fee less than \$2.00 p/page.
- ◆ Volunteer Lawyers Project will report back to the ICRA pro bono committee chair, in writing, the type of pro bono services provided by a volunteering court reporter, the name of the reporter, the title of the matter reported, the date of the services, so that this can be documented for our association, as is the case with volunteer lawyers.

Any reporter wishing to add their name to our list of reporters who have indicated their willingness to provide pro bono services, please contact me. I have written a letter to Mr. Brett Toresdahl, executive director, Iowa State Bar Association Volunteer Lawyer Project, informing him that I have compiled a list of court reporters who have indicated that they are willing to provide pro bono services; that he can contact me if he has such a request, and I will help locate a volunteer court reporter in the area of the state where the services are being requested.

The National Court Reporters Association pro bono guidelines state that the existence of a pro bono program in a professional or business organization is a sign of its maturity and responsibility.

Respectfully submitted,

Dianne V. Head  
ICRA Pro Bono Committee Co-Chair

(Established in 1997-1998 – dvh)