

## ATTACHMENT B

**(The following is the text of a memorandum from Tony West, Assistant Attorney General, U.S. Department of Justice, Civil Division)**

October 27, 2010

### MEMORANDUM

TO: Civil Division Employees

FROM: Tony West  
Assistant Attorney General

SUBJECT: Civil Division *Pro Bono* Administrative Leave Policy

Every day, I am reminded of the dedication, quality and public spiritedness Civil Division employees bring to their work at the Department. I have also seen firsthand that same commitment in the *pro bono* activities many of you undertake.

To support those of you engaged in *pro bono* activities and to encourage more of you to take on *pro bono* work, I am authorizing Civil Division Directors to grant administrative leave of up to 30 hours annually for *pro bono* work that can only be accomplished during normal business hours, such as court appearances and mediations. The attached memos outline the Department's *pro bono* requirements; please review them. It is important that you obtain ethics approval before engaging in *pro bono* work. Barbara O'Malley, the Civil Division *Pro Bono* Coordinator, can assist you with any ethics clearance issues (202.616.4081).

With this new policy, the Civil Division becomes the first division to allocate a specific number of *pro bono* hours available for qualifying leave. In addition, as I previously announced, we have created an annual Civil Division award recognizing outstanding *pro bono* work performed during the year. The first will be awarded at our awards ceremony this December.

Encouraging *pro bono* work within the Civil Division is part of a Department-wide effort, supported by the Attorney General, to highlight the importance of *pro bono* services to a fair and just legal system. If you have general questions about performing *pro bono* work, do not hesitate to contact Laura Klein, the Department of Justice *Pro Bono* Program Manager at 202.353.7529.