



SAMPLE FORM

Raising the Bar in D.C. - A Funding Campaign for Legal Services

Law Firm Reporting Form

Reporting Deadline is Typically January of the Following Calendar Year

Instructions

The D.C. Access to Justice Commission (“Commission”) is deeply grateful for your firm’s participation in the Raising the Bar in D.C. Campaign. For your firm to be formally recognized for its participation in **YEAR** the firm must submit the attached reporting form to Ernst & Young. This information will be kept confidential by Ernst & Young. Ernst & Young will only release the following information to the Commission:

- the recognition level (Platinum, Gold or Silver) for each participating firm;
- the aggregate amount of money donated by all participating firms to all eligible recipient organizations through this Campaign;
- the aggregate net change in the amount of money donated to all eligible recipient organizations through this Campaign.

Ernst & Young will not release any financial information about any individual firm. Only aggregated data will be released to the Commission.

When calculating the firm’s recognition level and completing the reporting form, please keep the following in mind:

- Only monetary donations, donations of attorney’s fees awarded in cases, and payments for Equal Justice Works or other fellowships sponsored by the firm at one of the eligible recipient organizations listed below count toward meeting the benchmark level. The value of pro bono work, the value of loaned associates, in-kind donations made by the firm, and donations made by individual attorneys do not count.
- Only donations to the eligible recipient organizations listed below count toward meeting the benchmark level. Firms may only count contributions to the D.C. Access to Justice Foundation (i.e., the Commission) once they have reached the Silver level through donations to one or more of the other listed organizations. In other words, donations to the Commission may only be counted to move a firm up a level – either from the Silver to the Gold level, or from the Gold to the Platinum level.

- D.C. office revenue should be calculated as an average of the previous three years' revenues. For **YEAR** revenue should be calculated as the average of D.C. office revenue for **YEAR-1, YEAR-2, YEAR-3**.

For example, if you are reporting on contributions made during the 2023 calendar year, revenue would be calculated as the average of D.C. office revenue for 2022, 2021, and 2020.

- Fellowship donations may be prorated over a five-year period. Please alert the Commission (nancy.drane@dcaccessstojustice.org) if the firm is electing to utilize this option.

Reporting Information

Please provide the total amount of monetary donations (this includes cash donations, donations of attorney's fees, and payments for fellowships sponsored by the firm at one of the eligible recipient organizations) made by the firm to eligible recipient organizations in **YEAR**:

\$ _____

Please certify the benchmark level (Platinum, Gold or Silver) that this donation amount represents for the firm:

- Platinum (.11% of D.C. office revenue)
- Gold (.09% of D.C. office revenue)
- Silver (.075% of D.C. office revenue)

You do the calculation yourself based on your total contributions and average D.C. office revenue and are only required to report the giving level. You do NOT have to report your revenue.

If the firm increased or decreased its giving to eligible recipient organizations between **YEAR-1** and **YEAR**, please provide the aggregate net increase or decrease in giving. This will permit the Commission to quantify how much additional monetary support was generated through the **YEAR** Campaign:

\$ _____

For example, if you are reporting on contributions made during the 2023 calendar year, compare your total eligible contributions in 2023 and your total eligible contributions in 2022 and report the aggregate net increase or decrease. This will only be reported on the aggregate (not by individual firm).

Please check off the organizations to which the firm made monetary donations in **YEAR**. In doing so the firm is confirming that only donations made to eligible recipient organizations were counted toward the benchmark level. Do not list individual amounts donated to each organization.

Eligible Recipient Organization	v
Advocates for Justice and Education	
Amara Legal Center	
Asian Pacific American Legal Resource Center	
Ayuda	
Bread for the City Legal Services	
CAIR Coalition	
CARECEN	
Catholic Charities Immigration Legal Services	
Catholic Charities Legal Network	
Children’s Law Center	
Christian Legal Aid of D.C.	
<i>D.C. Access to Justice Foundation (only count donations in total if your firm has reached at least the Silver level without them)</i>	
D.C. Affordable Law Firm	
D.C. Bar Foundation	
D.C. Bar Pro Bono Center	
D.C. Crime Victims Resource Center	
D.C. KinCare Alliance	
D.C. Volunteer Lawyers Project	
DV LEAP	
First Shift Justice Project	
Human Rights First – D.C. Asylum Legal Representation Project	
Kids in Need of Defense (KIND) – D.C. Office	
Legal Aid Society of the District of Columbia	
Legal Counsel for the Elderly	
Mid-Atlantic Innocence Project	
Mil Mujeres Legal Services	
Mother’s Outreach Network	
Neighborhood Legal Services Program	
NVRDC – Network for Victim Recovery D.C.	
Open City Advocates	
Quality Trust for Individuals with Disabilities	
Rising for Justice	
Safe Sister’s Circle	
School Justice Project	
Second Look DC	
Tahirih Justice Center	
Tzedek D.C.	
U.D.C. Summer Law Public Interest Fellowships	
University Legal Services	
Washington Area Lawyers for the Arts	
Washington Lawyers Committee for Civil Rights & Urban Affairs	
Washington Legal Clinic for the Homeless	
Whitman-Walker Legal Services	

Law Firm Name

Name of Individual Completing Form

Title

Signature

Address 1

Address 2

City, State, Zip

Phone Number

Email

Signed forms should be submitted via e-mail by **DATE** to:

CONTACT AT ERNST & YOUNG

Please address any questions about completion of this form or about the Campaign to Nancy Drane at nancy.drane@dcaccesstojustice.org.