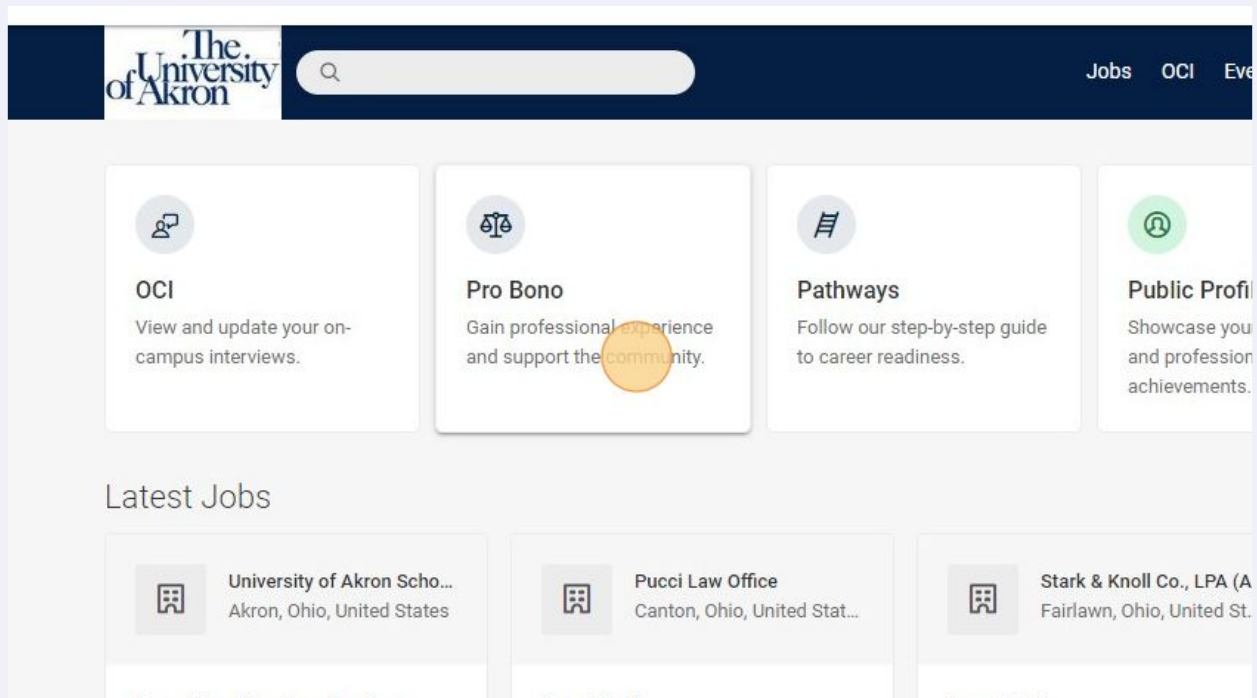


Steps to Report Pro Bono Scribe Hours

1 Click "Pro Bono"



2 Click "Add New"

Keywords
searches employer name and job title

Add New

The University of Akron School of Law
Pro Bono Limited Means
10 Total Hours
[Edit](#)

Community Legal Aid Services (Akron, OH)

3 Find an existing organization or add an organization.

University of Akron

* indicates a required field

Pro Bono Information

Organization

New Organization
use this field if the organization does not exist in the system

Service Event
Please enter the name of the service event for which pro bono service was provided.

- 4 Click the "Service Event" field and add the specific event.

of Akron

New Organization
use this field if the organization does not exist in the system

Akron Law Cares

Service Event
Please enter the name of the service event for which pro bono service was provided.

|

Pro Bono Term

Type

- 5 Click this dropdown and select your pro bono term.

use this field if the organization does not exist in the system

Akron Law Cares

Service Event
Please enter the name of the service event for which pro bono service was provided.

Akron Law Cares

Pro Bono Term

Type

Supervisor Name *

6 Click this dropdown and select the type of pro bono service.

Service Event

Please enter the name of the service event for which pro bono service was provided.

Pro Bono Term

Summer 2022

Type

Supervisor Name *

Supervisor Title *

7 Click the "Supervisor Name" field and add your supervisor.

Core Documents Counseling Employment Pro Bono Experiential Activity Responses Pathways Login

[Open in a separate window](#)

The University of Akron

Supervisor Name *

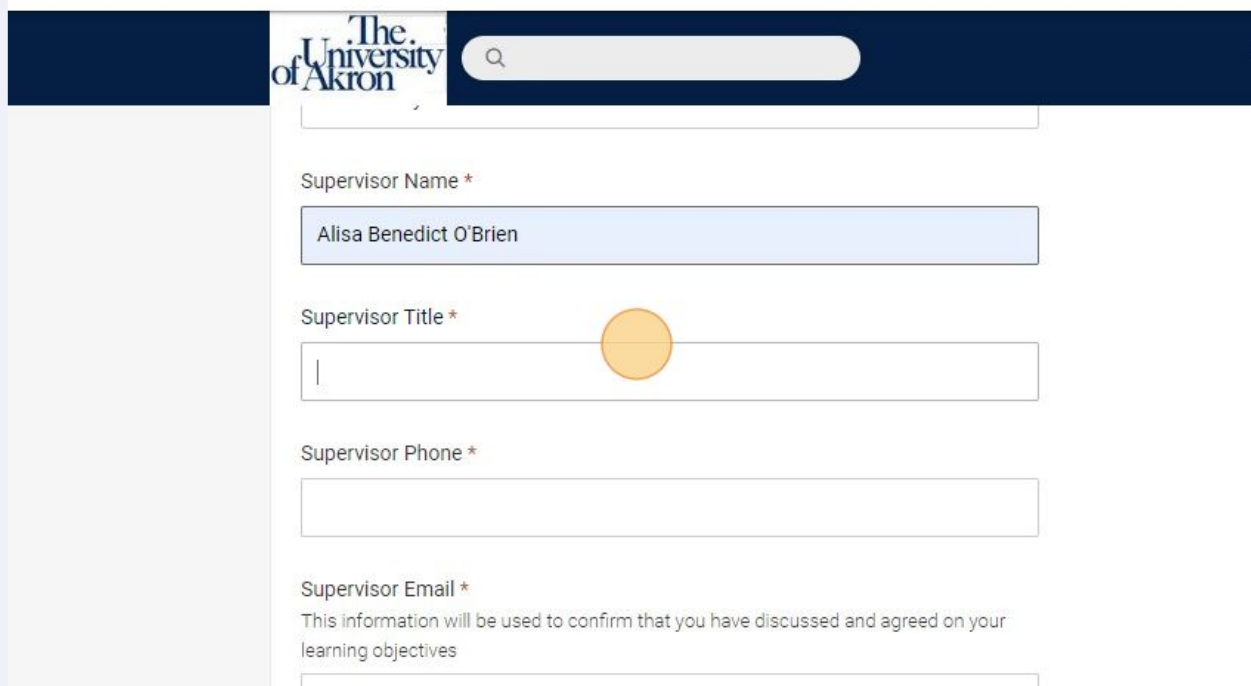
Supervisor Title *

Supervisor Phone *

Supervisor Email *

8

Click the "Supervisor Title" field and add your supervisor's title.



The University of Akron

Supervisor Name *

Alisa Benedict O'Brien

Supervisor Title *

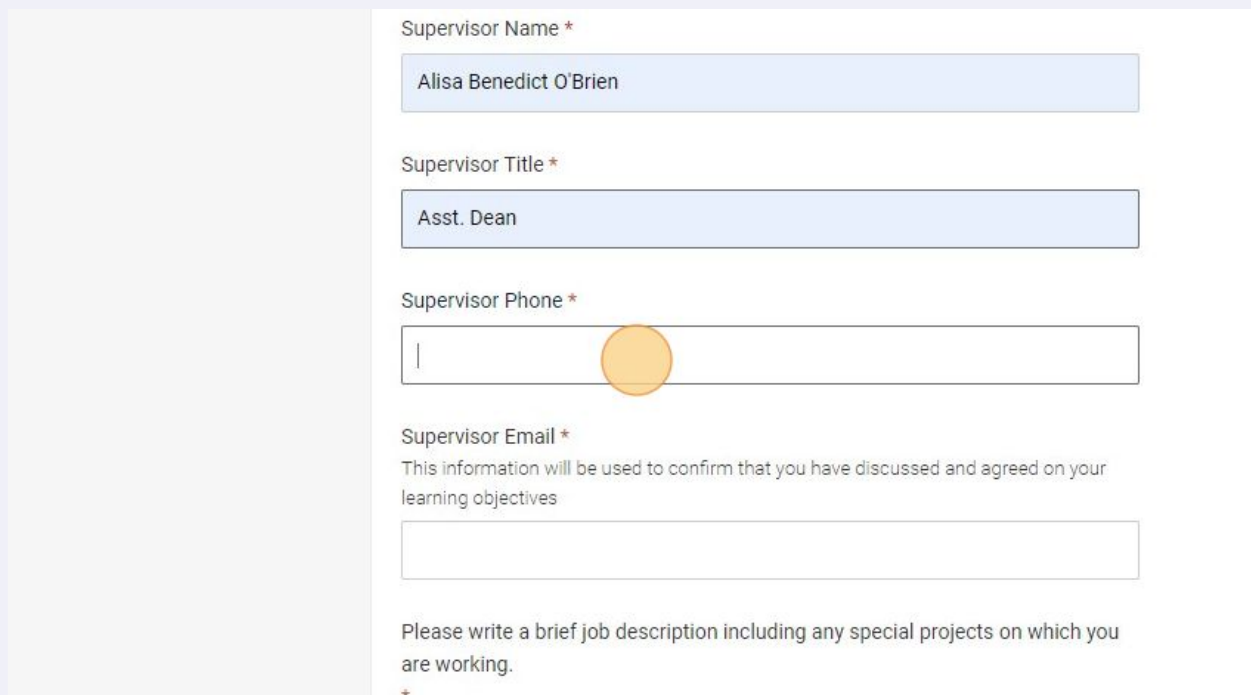
Supervisor Phone *

Supervisor Email *

This information will be used to confirm that you have discussed and agreed on your learning objectives

9

Click the "Supervisor Phone" field and add your supervisor's phone.



Supervisor Name *

Alisa Benedict O'Brien

Supervisor Title *

Asst. Dean

Supervisor Phone *

Supervisor Email *

This information will be used to confirm that you have discussed and agreed on your learning objectives

Please write a brief job description including any special projects on which you are working.

*

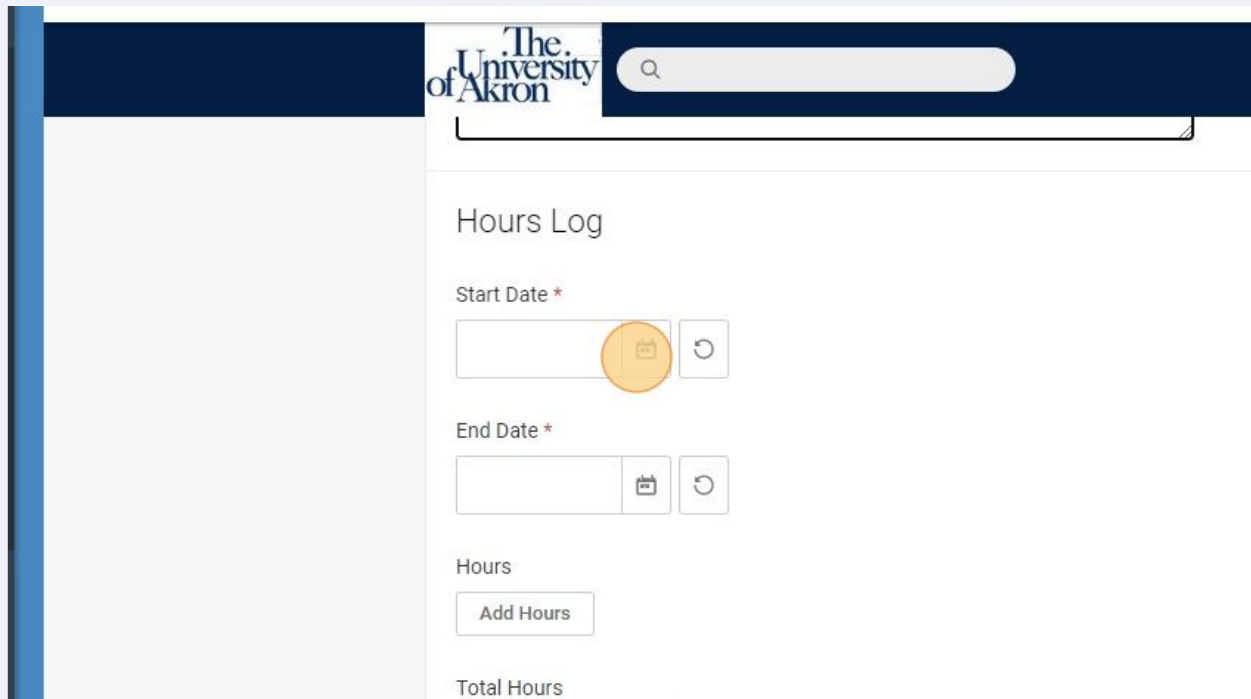
10 Click the "Supervisor Email" field and add the supervisor email.

The screenshot shows a web form with a dark blue header containing the text "of Akron". Below the header, there are three main sections. The first section is labeled "Supervisor Phone *" and contains a text input field with the value "330-972-7876". The second section is labeled "Supervisor Email *" and includes a subtext: "This information will be used to confirm that you have discussed and agreed on your learning objectives". Below this is an empty text input field with a yellow circular cursor in the center. The third section contains the instruction "Please write a brief job description including any special projects on which you are working." followed by a red asterisk and an empty text area with a yellow circular cursor in the center.

11 Add a brief description.

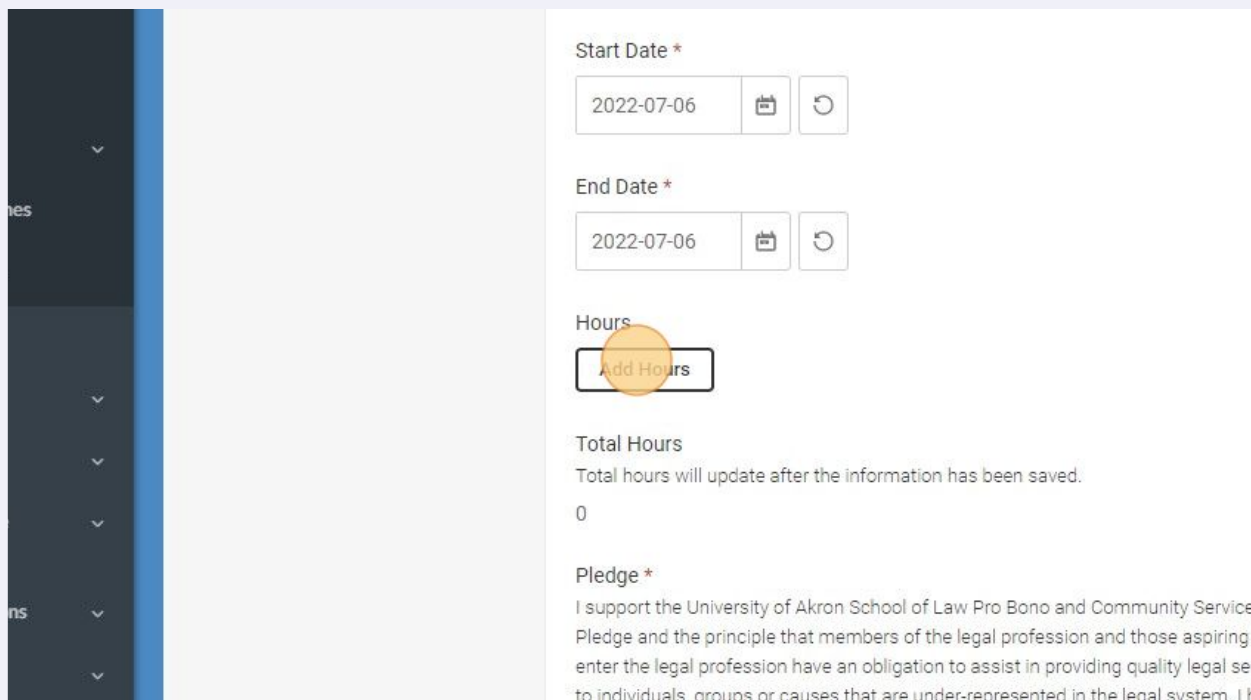
The screenshot shows a web form with a dark blue header. Below the header, there are three main sections. The first section is labeled "Supervisor Email *" and includes a subtext: "This information will be used to confirm that you have discussed and agreed on your learning objectives". Below this is a text input field containing the email address "ab139@uakron.edu". The second section contains the instruction "Please write a brief job description including any special projects on which you are working." followed by a red asterisk and an empty text area with a yellow circular cursor in the center. The third section is titled "Hours Log" and contains a "Start Date *" label above a date input field. To the right of the date field are two icons: a calendar icon and a refresh/clock icon.

12 Add the dates you completed the service project.



The screenshot shows the top portion of a web form. At the top left is the University of Akron logo. To its right is a search bar. Below the logo and search bar is the title "Hours Log". Underneath the title are two date selection fields: "Start Date *" and "End Date *". Each field consists of a text input box, a calendar icon, and a refresh icon. Below the date fields is a section labeled "Hours" containing an "Add Hours" button. At the bottom of the visible section is a "Total Hours" label.



13 Click the "add hours" field.



This screenshot shows the same form as the previous one, but with the "Add Hours" button highlighted by a red circle. The "Start Date *" and "End Date *" fields now contain the date "2022-07-06". Below the "Hours" section, the "Total Hours" is displayed as "0" with the text "Total hours will update after the information has been saved." underneath. At the bottom, there is a "Pledge *" section with a paragraph of text: "I support the University of Akron School of Law Pro Bono and Community Service Pledge and the principle that members of the legal profession and those aspiring enter the legal profession have an obligation to assist in providing quality legal ser to individuals, groups or causes that are under-represented in the legal system. I f".

14 Add the number of hours you completed.

End Date *

2022-07-06  

Hours

Day*

July 2022

Hours*

Total Hours

Total hours will update after the information has been saved.

0

Pledge *

I support the University of Akron School of Law Pro Bono and Community Service Pledge and the principle that members of the legal profession and those aspiring to

15 Click the "Yes" to acknowledge the required pledge.

Book

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(1)

(2)

I support the University of Akron School of Law Pro Bono and Community Service Pledge and the principle that members of the legal profession and those aspiring to enter the legal profession have an obligation to assist in providing quality legal services to individuals, groups or causes that are under-represented in the legal system. I further pledge to complete, before I graduate, 30 hours of volunteer service, of which a minimum of 15 of the 30 hours must involve community service to persons in need or to organizations that are dedicated primarily to serving such persons; a minimum of 10 of the 30 hours must be pro bono public service; and 5 of the 30 hours must involve service to persons of limited means or to organizations dedicated primarily to serving such persons. I further pledge that my legal services will not be for credit or compensation.

Yes

POWERED BY 

LAW | CSM by 

16 Submit or Save as Draft.

I support the University of Akron School of Law Pro Bono and Community Service Pledge and the principle that members of the legal profession and those aspiring to enter the legal profession have an obligation to assist in providing quality legal service to individuals, groups or causes that are under-represented in the legal system. I hereby pledge to complete, before I graduate, 30 hours of volunteer service, of which a minimum of 15 of the 30 hours must involve community service to persons of limited means or to organizations that are dedicated primarily to serving such persons; A minimum of 10 of the 30 hours must be pro bono public service; and 5 of the 10 pro bono publico service hours must involve service to persons of limited means or to organizations dedicated primarily to serving such persons. I further pledge that such services will not be for credit or compensation.

Yes

Submit **Save As Draft** Delete Back To List Cancel

POWERED BY simplicity™

LAW | CSM by simplicity™

17 Click "Edit" (you need to upload your certificate of supervisor form).

Search Clear More Filters

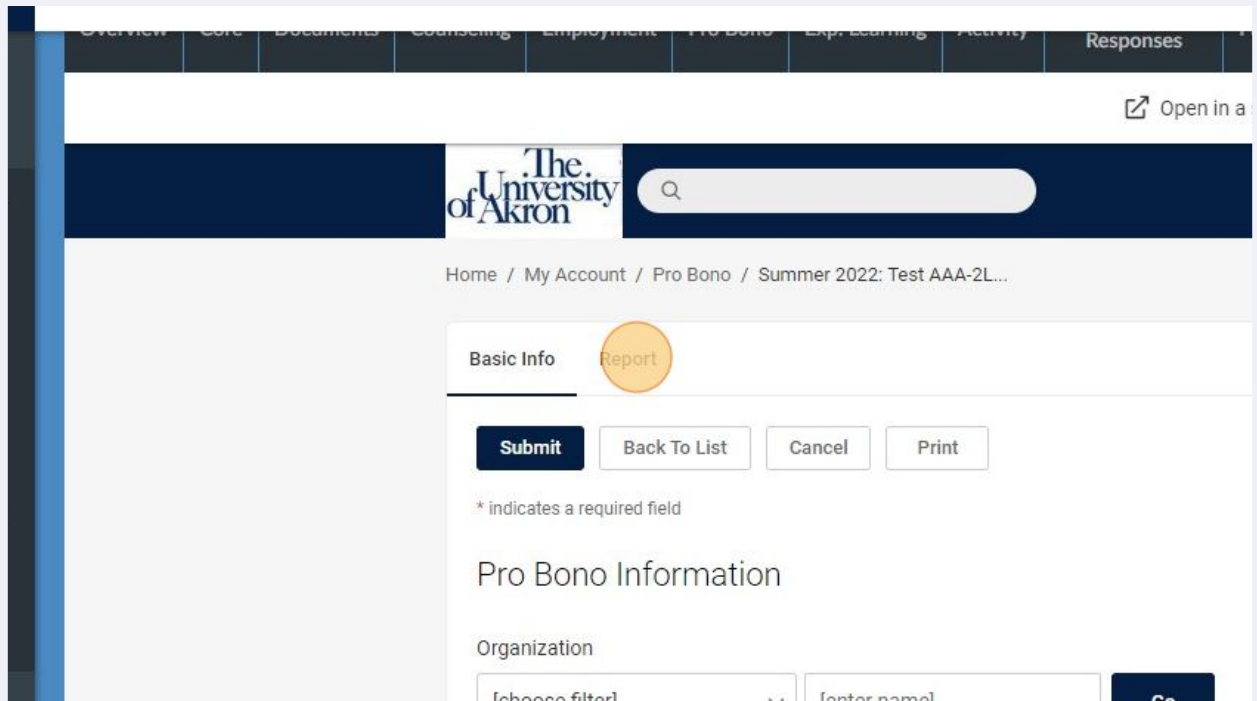
Add New Batch Options ▾

Akron Law Cares
Community Service Limited Means
4 Total Hours
 Edit

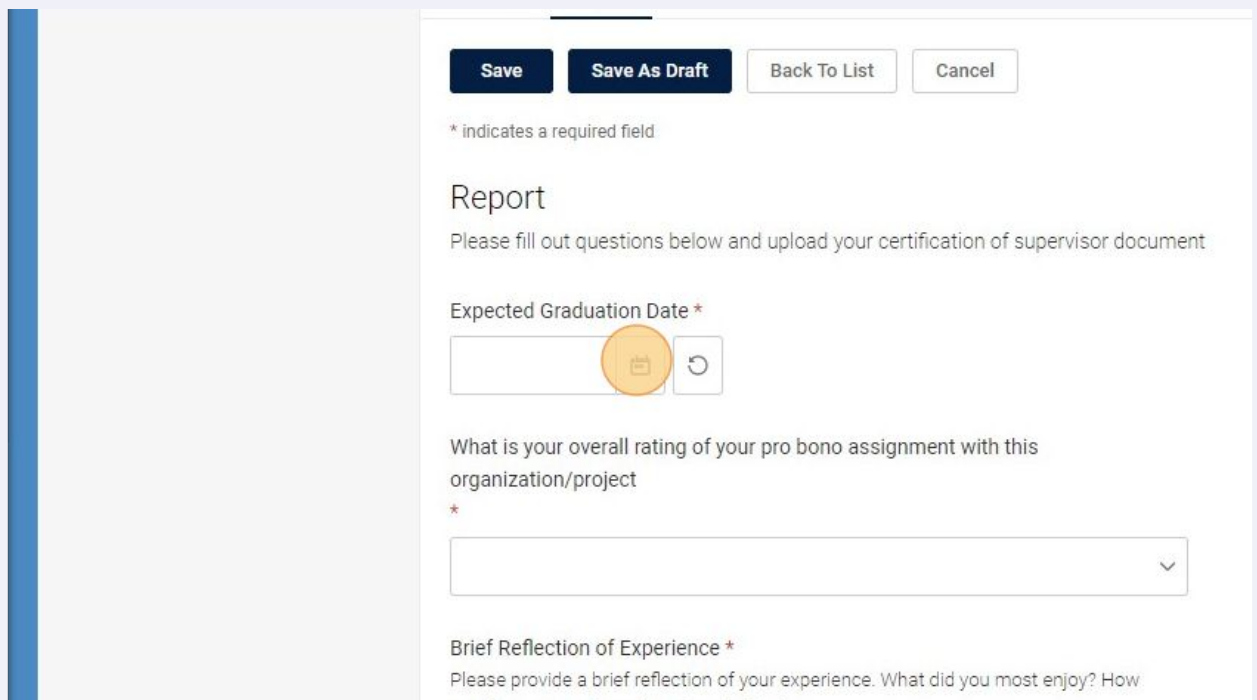
The University of Akron School of Law
Pro Bono Limited Means
10 Total Hours
 Edit

Community Legal Aid Services (Akron, OH)

18 Click "Report"



19 Add your graduation date.



20 Rate the project.

The screenshot shows a web form for The University of Akron. At the top left is the university logo. To its right is a search bar. Further right are the links "Jobs" and "OCI". Below the header, the form contains the following elements: a field for "Expected Graduation Date" with the value "2023-05-14" and icons for a calendar and refresh; a question "What is your overall rating of your pro bono assignment with this organization/project" with a red asterisk; a dropdown menu with an orange circle in the center and a downward arrow on the right; a question "Brief Reflection of Experience" with a red asterisk and a sub-question "Please provide a brief reflection of your experience. What did you most enjoy? How could your experience have been better?"; and a large empty text area for the reflection.

21 Provide a brief reflection.

This screenshot shows the same web form as above, but with the rating dropdown menu set to "Outstanding". The orange circle in the dropdown is now centered on the word "Outstanding". Below the dropdown is the "Brief Reflection of Experience" question and a large empty text area. At the bottom of the form, there is a section for "Upload Certification of Supervisor" with a "Maximum File Size: 500 KB" limit. Below this is a file upload area with the text "File Please select your document to upload" and a "Choose File" button next to the text "No file chosen".

22

Click "Choose File" and add your Certificate of Supervisor form.

I loved this experience! I wish I could do more events like this.

Upload Certification of Supervisor
Maximum File Size: 500 KB

File
Please select your document to upload

Choose File No file chosen

Save Save As Draft Back To List Cancel

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The screenshot shows a web form with a text area at the top containing the text "I loved this experience! I wish I could do more events like this." Below this is a section titled "Upload Certification of Supervisor" with a sub-label "Maximum File Size: 500 KB". Underneath is a file upload area with the heading "File" and the instruction "Please select your document to upload". A "Choose File" button is highlighted with a yellow circle, and the text "No file chosen" is displayed next to it. At the bottom of the form are four buttons: "Save", "Save As Draft", "Back To List", and "Cancel". The footer of the page includes the text "POWERED BY" followed by a small square logo and the word "simplicity", and "LAW | CSM by" followed by the same logo and "simplicity".

23

Save. Now you're done!

I loved this experience! I wish I could do more events like this.

Upload Certification of Supervisor
Maximum File Size: 500 KB

File
Please select your document to upload

Choose File AkronLawCares.pdf

Save Save As Draft Back To List Cancel

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The screenshot shows the same web form as in step 22, but now a file named "AkronLawCares.pdf" has been selected and is displayed next to the "Choose File" button. The "Save" button is highlighted with a yellow circle. The rest of the form, including the text area and other buttons, remains the same. The footer is also identical to the previous screenshot.