

**LEGAL SERVICES APPLICATION FORM
PRO BONO PLATFORM**

I. General Information

Name of requesting legal entity (the « Applicant »):

Registered Address:

Street, Street number: _____

Postal code: _____ City: _____

Canton/Province: _____ Country: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Address for correspondence (if different than registered address):

Street, Street number: _____

Postal code: _____ City: _____

Canton/Province: _____ Country: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Legal representative of the Applicant:

Name: _____ First Name: _____

Role: _____ Email: _____

Phone: _____ Fax: _____

Person of contact responsible for the present legal services request:

Name: _____ First Name: _____

Role: _____ Email: _____

Phone: _____ Fax: _____

Date of creation of the Applicant: _____

Social purpose of the Applicant:

Main activities of the Applicant:

Connections to / affiliations with other legal entities (memberships, foundations, parent or sister entities etc.)

Does the Applicant have a certification label? yes no

If yes, which one? _____

Is the Applicant recognized as a charitable / public interest entity? yes no

Information regarding human resources:

Number of board members – individuals: _____

Number of legal entities – members: _____

Number of employees: _____

Number of full time employees: _____

Number of regular volunteers: _____

Number of in-house lawyers: _____

Information regarding legal services, including representation before courts in favor of the Applicant and names of attorneys who have provided such paid services:

Names of attorneys who provide / have provided payed legal services to the Applicant, including representation before courts:

Names of attorneys who provide / have provided pro bono legal services, including representation before courts:

II. Information regarding the legal services requested

Please describe the issue at hand and why the assistance of a lawyer would be necessary:

Have a deadline or a court date been fixed by a judicial or administrative authority:

Yes, date: _____ In order to: _____

No deadline / court date

Has the Applicant already contacted other lawyers regarding this issue ?

yes no

If so, please indicate the circumstances in which such request was made, the results of the consultation and why additional legal services are necessary:

III. Background

Has the Applicant already filled in an application form for legal services from the Pro Bono Platform of the Geneva Bar Association ("Platform") in the past?

yes no

IV. Documents to be lodged with the present form (if any)

Please enclose the following documents to this form:

1. Articles of Association of the Applicant
2. Minutes of the Applicant's last general assembly
3. Financial statements of the last accounting period, including auditor's report
4. Budget of the current accounting year
5. Proof of tax exemption (or pending request for tax exemption)

The Human Rights Commission of the Geneva Bar Association (HRC) reserves the right to request further information and/or documents if necessary.

The present application form and the accompanying documents are to be sent by email to the following address: probono@odage.ch.

By signing the present form, the Applicant acknowledges and accepts the following conditions of participation with the Platform:

1. The Applicant has no right to have the HRC satisfy its request or to have the HRC issue a refusal decision with statement of grounds.
2. Any liability of the HRC, the Geneva Bar Association or the representatives of the Platform's office in relation to the legal services provided is excluded and the Applicant waives any right of action against the aforementioned entities.
3. General information about the present application shall be provided to lawyers who are members of the Geneva Bar Association and who have declared their interest in providing pro bono legal services in relation to the issues described in the present application form.
4. The Applicant shall reimburse any out of pocket expenses (e.g. court fees) to the lawyer in charge of the pro bono mandate.
5. The Applicant agrees to waive its right to any compensation for legal services that might be granted by a court or authority. If such compensation is granted, it shall be received by the lawyer in charge of the pro bono mandate.
6. At the end of the mandate, the lawyer in charge of the pro bono mandate shall inform the HRC regarding the seriousness of the Applicant. The lawyer shall also inform the HRC in case of any problems encountered while exercising the mandate and if the mandate needs to be terminated. The Applicant waives the client-attorney privilege to allow the lawyer responsible for providing pro bono legal services to provide such information to the HRC.
7. If it appears that Applicant has not acted seriously in the context of a pro bono mandate (and in particular that it has not reacted or reacted with significant delays to requests or questions from the lawyer in charge of the pro bono mandate), the Applicant may be excluded from the Platform and be denied any subsequent legal services.
8. The fact that the Geneva Bar Association, or the HRC respectively, allows, through the Platform, Applicant to obtain pro bono legal services can in no way be interpreted as a recognition that the Geneva Bar Association, respectively the HRC, adheres to the goals of the Applicant.

For the Applicant (person with signing authority):

Name: _____ First Name: _____

Date: _____ Place: _____

Signature: _____