



# COPYRIGHT CLAIMS BOARD

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## Pro Bono Legal Services Organization Directory Information Form

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The Copyright Claims Board (CCB) is an alternative forum to federal court in which parties voluntarily seek resolution of copyright disputes where damages are \$30,000 or less. To facilitate this low-cost alternative to federal litigation, the CCB will maintain a directory of *pro bono* legal services organizations that provide legal representation before the CCB. This directory will be available on the CCB website as a resource for CCB participants.

**NOTE:** An organization does not need to be listed in the directory to participate in proceedings before the CCB (37 CFR § 234.2(a)).

Organizations wishing to be listed in the CCB directory should provide all of the requested information below. The CCB requires this information because we would like to provide CCB participants with the information they need to make an informed decision regarding whether to seek a *pro bono* legal services organization's assistance.

In addition, the organization will have a duty to maintain the currency of information in the directory and to confirm the information on an annual basis. If at any time, a *pro bono* legal services organization that was not previously working with law students would like to begin working with law students to represent clients before the CCB, that organization must notify the CCB and provide additional information.

The *pro bono* legal services organization must send the completed form to [asktheboard@ccb.gov](mailto:asktheboard@ccb.gov). Please type your answers directly into the form. Do not hand write your answers. Thank you.

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ORGANIZATION NAME ▼

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ORGANIZATION ADDRESS ▼

GENERAL CONTACT

Email Address ► \_\_\_\_\_

Phone Number ► \_\_\_\_\_

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NAME OF ORGANIZATION DIRECTOR ▼

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GEOGRAPHIC AREA FROM WHICH THE CLINIC MAY ACCEPT CLIENTS ▼

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HAS THE CLINIC HANDLED COPYRIGHT MATTERS IN THE PAST TWO YEARS?  Yes  No

If yes, please explain the nature of the copyright matters handled in the past two years (check all that apply).

Infringement (representation or pre-litigation advice regarding alleged infringements)

Copyright registration

Licensing

Policy analysis and advocacy

Counseling (i.e., providing legal advice not connected to litigation, registration, etc.)

Literary and dramatic works

Pictorial, graphic and sculptural works, including photographs

Pantomimes and choreographic works

Musical works

Sound recordings

Motion pictures and other audiovisual works

Computer programs

Architectural works

Other (please describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES THE ORGANIZATION HAVE EXPERIENCE HANDLING LITIGATION MATTERS?  Yes  No

IF NO, DOES THE ORGANIZATION HAVE A PARTNERSHIP WITH A LITIGATION CLINIC?  Yes  No

IF THE ORGANIZATION IS PARTNERED WITH A LITIGATION CLINIC, PLEASE PROVIDE THE NAME OF THAT CLINIC HERE.

\_\_\_\_\_

MORE ON BACK

PLEASE PROVIDE A BRIEF STATEMENT DESCRIBING THE ORGANIZATION'S INTEREST IN HANDLING MATTERS BEFORE THE CCB. ▼

PLEASE PROVIDE ANY ADDITIONAL INFORMATION HERE. ▼

DOES THE ORGANIZATION WORK WITH LAW STUDENTS TO REPRESENT CLIENTS?  Yes  No

IF YES, PLEASE COMPLETE THE REST OF THE QUESTIONS BELOW.

IF NO, YOU DO NOT NEED TO ANSWER ANY FURTHER QUESTIONS AND MAY SIGN HERE.

\_\_\_\_\_  
Signature (X) ▼

X \_\_\_\_\_  
Organization Director

**IF YOUR ORGANIZATION WORKS WITH LAW STUDENTS TO REPRESENT CLIENTS, PLEASE ALSO COMPLETE THE FOLLOWING:**

NAME OF THE LAW SCHOOL WITH WHICH THE ORGANIZATION IS CONNECTED ▼

\_\_\_\_\_  
NAME OF DIRECTOR OF LAW STUDENT REPRESENTATION PROGRAM, IF APPLICABLE ▼

\_\_\_\_\_  
SUPERVISING ATTORNEY(S) (whoever will be supervising the law students directly) ▼

\_\_\_\_\_  
EMAIL ADDRESS(ES) AND PHONE NUMBER(S) FOR SUPERVISING ATTORNEY(S) ▼

If you answered "no" to both questions above, "Does the organization have experience handling litigation matters?" and "Does the organization have a partnership with a litigation clinic?" please answer the below question:

DOES THE ORGANIZATION HAVE EXPERIENCE SUPERVISING LAW STUDENTS IN LITIGATION MATTERS?  Yes  No

I HEREBY CERTIFY THAT ALL STUDENT REPRESENTATIVES PARTICIPATING IN CLINIC MATTERS BEFORE THE CCB WILL MEET ALL REQUIREMENTS OF 37 CFR § 234.1(a).

\_\_\_\_\_  
Signature (X) ▼

X \_\_\_\_\_  
Organization Director