

## Pro Bono Representation Agreement

I, \_\_\_\_\_, authorize \_\_\_\_\_, **Attorney at Law**, to begin, defend, continue, or appeal any lawsuits, administrative proceedings, and negotiations as are necessary to protect my legal rights concerning the following: \_\_\_\_\_

TERMINATION OF THIS AGREEMENT: I may terminate this Agreement at any time by writing to or telling my attorney *in person* that I no longer want him or her to represent me.

My attorney or Legal Aid of Western Ohio, Inc. (LAWO) may terminate this agreement if I do not cooperate with my attorney in preparing my case. It is up to me to let my attorney know how to contact me. I understand that if I move or change my telephone number, I must give my attorney the new information right away. A failure to do so could be considered a failure to cooperate with my attorney and could be grounds for termination of this Agreement.

Neither my volunteer attorney nor LAWO will charge me attorney fees for working on my case. **I confirm that the financial information I provided on my application is correct and I understand that I must inform my attorney and LAWO of any significant changes in my financial circumstances.** If I become ineligible for services because of a change in financial circumstances, LAWO or my attorney may terminate this agreement, but only if reasonable steps have been taken to avoid foreseeable prejudice to my rights.

CHARGES FOR CASE-RELATED COSTS: If my attorney represents me in court, I am responsible to pay any filing fees or other court related expenses. Neither my attorney nor LAWO is under any obligation to pay for any of my expenses in this case.

DESTRUCTION OF RECORDS: LAWO will retain my case file for fifteen (15) years from the date my case is closed. After that time, my file and all its contents will be destroyed. If my attorney or LAWO has anything in my file I would like returned, I will ask for them at the time my attorney finishes representing me.

LAWO'S GRIEVANCE PROCEDURE: If I disagree with my attorney about his or her decision regarding my case, I understand that I may grieve that decision in accordance with LAWO internal grievance procedure. I received a copy of that grievance procedure and I understand that I can also get another copy at my local LAWO office.

I am a citizen of the United States.

\_\_\_\_\_  
\_\_\_\_\_, Client

\_\_\_\_\_  
Date

I hereby agree to represent the above-named client(s) under the terms and conditions in this Agreement.

\_\_\_\_\_  
\_\_\_\_\_, Pro Bono Attorney

\_\_\_\_\_  
Date