Pro Bono Limited Representation Agreement

I, _____, authorize _____**, Attorney at Law**, to represent me on a **limited** basis regarding the following matter: _____
_____.

I understand that said attorney has agreed to review the facts of my case and give me advice on how to continue, and will *not* be representing me in any court proceedings *unless*: I AND the attorney sign a new Representation Agreement. I understand the attorney may close my case after the initial advice is given and have no further obligation to represent me.

TERMINATION OF THIS AGREEMENT: I may terminate the 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 MATTER-RELATED COSTS: If my attorney incurs costs for copies of records or other official documents, I may be responsible to reimburse those costs. Neither my attorney nor LAWO is under any obligation to pay for any of my expenses.

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's 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