

Pro Bono Limited Representation Agreement

We, _____ and _____, authorize _____, **Attorney at Law**, to represent us on a **limited** basis regarding the following matter:
_____.

We understand that said attorney has agreed to review the facts of our case and give us advice on how to continue, and will *not* be representing me in any court proceedings *unless*: 1) We sign a new Representation Agreement; and 2) Attorney Name signs a new Representation Agreement. We understand that he/she may close our case after the initial advice is given and have no further obligation to represent either of us.

TERMINATION OF THIS AGREEMENT: We may terminate the Agreement at any time by writing to or telling our attorney *in person* that we no longer want him or her to represent us.

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

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

CHARGES FOR MATTER-RELATED COSTS: If our attorney incurs costs for copies of records or other official documents, we may be responsible to reimburse those costs. Neither our attorney nor LAWO is under any obligation to pay for any of our expenses.

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

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

We are citizens of the United States.

_____, Client

_____, Date

_____, Client

_____, Date

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

_____, Pro Bono Attorney

_____, Date