

Pro Bono Program Rights and Responsibilities Form

Date: _____

I. Representation:

Attorney _____ agrees to assist/represent client _____ on behalf of the _____ (name of program) sponsored by the _____ (name of sponsoring organization), in the matter of _____ . Attorney _____ has full authority to handle this matter.

II. Responsibilities:

The Client agrees to inform the volunteer attorney of

- any increases in income or assets;
- the facts regarding this case completely and accurately;
- any new information that affects this case as soon as the client becomes aware of it;
- any change of address or telephone number, in writing; and
- the client's whereabouts when temporarily absent from home (e.g., hospitalizations or vacations).

The Client further agrees to

- provide the volunteer attorney with any documents (e.g., medical reports or police reports) useful to this case whether or not in the client's possession;
- sign a waiver letter if the client instructs the attorney to act contrary to the attorney's advice regarding this case;
- repay whatever fees or costs that cannot be waived by statute or court rule regarding this case from any money received from the opposing party in this case; and
- not enter into an individual settlement without first informing the attorney.

The Attorney agrees to

- keep the client regularly apprised of the status of this case;
- submit to the Program all requested forms and updates;
- file a Motion and Order For Waiver/Suspension of Fees and Costs or Motion to Proceed In Forma Pauperis, as applicable, along with any necessary Affidavit in Support of the Motion, to help the (name of program) defray litigation costs;
- submit to the Program a Litigation Fund Reimbursement Request Form along with a statement of payment or receipts; and
- remit any award of money to the Program within 10 days of receipt of the award.

Client Signature and Date: _____

Attorney Signature and Date: _____