

LegalCORPS
Form Retention Letter

(Date)

(Name)
(Address)

Re: Pro Bono Representation

Dear (Client),

This letter is to confirm our representation of you (“Client”) in the matter and on the terms set forth below:

1. Project: We (“Volunteer”) agree to assist you [careful description of the scope of the project and the amount of time committed]

(“Representation”).

2. Changes in Representation: The scope of the Representation may be changed by either party at any time with consent of the other party, provided that the Volunteer may withdraw as indicated in paragraphs 7 and 8 below.

3. Fees, Costs and Disbursements: Volunteer will provide the services during the Representation free of charge. However, Client shall pay or fully reimburse Volunteer for all costs or expenses incurred by Volunteer on behalf of Client. Client will be advised of costs in advance.

4. Making Information Available: Client will provide Volunteer with any information or documents reasonably necessary or useful for this Representation.

5. Keeping Client Informed: Volunteer will promptly comply with Client’s reasonable requests for information regarding the status of the Representation. Volunteer shall consult with Client and shall abide by Client’s decision with respect to the objectives of the Representation, subject to Volunteer’s ethical and legal obligations and professional judgment.

6. Keeping Volunteer Informed: Client will cooperate with Volunteer in order to be effectively and efficiently served by Volunteer during the course of the Representation. Client agrees to provide Volunteer with any necessary information, including any change in its contacts, address or telephone numbers and any significant change in Client’s financial or business condition.

7. Financial Eligibility: Client has been accepted by LegalCORPS using certain financial eligibility criteria. Client certifies that the financial information supplied by it to LegalCORPS or

Volunteer is complete and correct. Attorney may withdraw Representation if that financial information is not complete or direct or if Client's financial condition changes such that Client would be able to pay for the Representation. In addition, Volunteer is free to apply Volunteer's own financial eligibility criteria and may withdraw from the Representation or continue delivery of services at any time based on its application of Volunteer's own financial eligibility criteria.

8. Withdrawal of Representation: Pursuant to the Rules of Professional Conduct applicable to Volunteer's practice, Volunteer may withdraw from the Representation after taking reasonable steps to avoid prejudice to the Client. Volunteer may withdraw if in its judgment, the Client is not cooperating with Volunteer, if the Client insists that Volunteer engage in conduct that is contrary to the judgment or advice of Volunteer or is contrary to law or rule, or for any other good reason.

9. Discharge of Volunteer: Client shall have the right to discharge Volunteer at any time for any reason.

10. Role of LegalCORPS: Client acknowledges that while the LegalCORPS, a Minnesota nonprofit corporation has assisted in arranging the Representation, that LegalCORPS has no responsibility for the performance of the Representation. Client waives any and all claims against the LegalCORPS.

11. Sharing of Information: Volunteer is authorized by client to report to LegalCORPS concerning the Representation so that LegalCORPS will be able to keep information concerning its program and use information about the Representation to help assist other clients. Client authorizes the use by Volunteer and LegalCORPS of the documents drafted during the course of the Representation for use in assisting other clients, organizations or individuals, that request assistance from LegalCORPS. However, Client may direct Volunteer to delete information in documents that Client deems confidential.

The undersigned [Client], [representative of Client] hereby certifies that all communications and authorizations contained in this agreement are fully authorized by Client.

Dated: _____

[Client's name if an individual]

[Client's name if an entity]

[Name of Officer]
Its _____

The undersigned Volunteer agrees to the terms set forth above.

Dated: _____

[Volunteer Name]