

[LAW FIRM]

CLIENT REPRESENTATION AGREEMENT

This Agreement represents the understanding between _____ (“Client”) and Law Firm, Inc. (“LFI”) regarding _____ [legal matter]. Through this Agreement, Client retains LFI as its legal counsel for only the issue(s) outlined herein.

SCOPE OF REPRESENTATION AND DUTIES

Client(s) Represented - It is understood that LFI’s Client for the purpose of this representation is _____ (“Client”).

Staffing – Under this Agreement, LFI Staff Attorney _____ will have primary responsibility for this matter. LFI may use the services of other attorneys and paralegals where appropriate. Staffing decisions will be made with the objective of rendering services on an efficient and cost-effective basis.

Objectives – LFI will undertake Client’s representation and work with Client to achieve the desired objectives by using LFI’s best judgment and skill in representing Client. Client understands that LFI cannot and has not made any guarantee regarding the outcome of the matter.

Scope of Services – LFI shall provide the following legal services to Client:

-
-

Attorney’s Fees – Client will not be charged any fees for LFI services, including attorney or paralegal time. However, LFI may collect fees from any and all defendants or a third party payee acceptable to Client. Client will be responsible for all direct costs and expenses, as defined below.

Client’s Initials: _____

Costs and Expenses - In addition to the above-listed attorney’s fees, Client is responsible for all costs and fees associated with this matter, including, but not limited to, all government filing fees (due at the time of filing), postage, photocopies, and parking or travel expenses. LFI will seek to have court filings waived, where possible. Client’s Initials: _____

Invoicing – LFI’s statements for services rendered and for costs and expenses incurred will be prepared and mailed to the address provided during the month following the month in which services are rendered and costs are advanced. LFI will make every effort to include its out-of-pocket disbursements in the next monthly statement. All statements are due and payable upon receipt and considered past due thirty (30) days after the statement date. Failure to pay the amount shown on the statement by the 30th day after Client’s receipt of such statement may be construed as Client’s discharge of LFI representation; however, such discharge shall not relieve Client from the obligation to pay any sums due for services previously rendered and/or costs incurred on Client’s behalf. LFI reserves the right to decline to perform further services if any account is sixty (60) days or more past due.

Conduct of Representation – LFI, through the assigned staff attorney, will consult regularly with Client and will promptly notify Client of significant developments. Major strategy decisions regarding the conduct of the case in any and all cases shall be made by Client and the assigned staff attorney acting in consultation and conjunction with one another. The staff attorney shall consult with Client regarding all offers of settlement which may be made.

Communication – The Client organization shall identify one duly authorized representative who has been designated by the organization to communicate directly with LFI and the assigned staff attorney. Client also agrees that the designated representative shall act on Client’s behalf and has the authority to make all decisions necessary in the course of this representation. At the time of this Agreement, that representative has been identified as _____, who may be reached at _____. Client’s Initials: _____

This agreement does not include any legal services to be rendered in the event of an appeal from a trial court or administrative decision. LFI reserves the right to either accept or decline representation in any appeal. Any services to be rendered regarding such appeals shall be performed on a separate basis under the terms of a separate agreement.

Confidentiality – Subject to the Maryland Rules of Professional Conduct, LFI will not reveal information related to the representation of Client unless Client gives informed consent or



Lawyers for Neighborhoods

This form is a sample for informational purposes only and shall not be construed as legal advice. Legal advice must be tailored to the specific circumstances of each case and laws are constantly changing. For assistance conducting legal research and other resources relating to a pro bono case you are handling for Community Law Center, please contact Robin Jacobs at 410-366-0922 ext. 15, robinj@communitylaw.org.

the disclosure is impliedly authorized in order to carry out the representation.

Client's Initials: _____

Withdrawal/Discharge – LFI or any attorney, if permitted by the Maryland Rules of Professional Conduct, may withdraw from representation of Client (after seeking court permission, if required) if, in LFI's or its staff attorney's judgment, further proceedings would be frivolous, unreasonable, or groundless. Client is free at any time to discharge LFI or its staff attorney subject to court approval, if required.

Case Files –Client has a right to case files and all documents therein. Client consents to the destruction of any file not requested by Client within seven (7) years of the closing of the case, should LFI determine that the file does not contain information of obvious relevance and materiality to matters that can be reasonably expected to arise.

Disclaimer – LFI makes no warranties as to the outcome of any matter that may be included under the legal services of representation provided herein, and all expressions made by LFI and its attorney(s) relating thereto are matters of opinion only.

This Agreement sets forth the terms of legal representation that comprise the entire contract between LFI and Client.

THE TERMS OF THIS AGREEMENT AS STATED ABOVE ARE ACCEPTED AND APPROVED BY:

Date

By: _____
Client's Name
Title
Organization Name

Date

By: _____
Attorney's Name
Title
Law Firm, Inc.

cc: File, Supervisor Jones, Esq.

