

VOLUNTEER LAWYERS PROJECT
of the Boston Bar Association

7 Winthrop Square
Boston, MA 02110

Telephone 617-423-0648
TTY for the hearing impaired 617-338-6790

CLIENT RETAINER AGREEMENT

The Volunteer Lawyers Project (VLP) of the Boston Bar Association and _____
Client's Name
agree that VLP will represent you in the following matter: _____. You
understand that we will do the following on your behalf _____.

Any attorney or legal assistant working for us, or any private attorney who has agreed to provide services free of charge to clients referred by the Volunteer Lawyers Project, may work on your case. We will tell you who is handling your case as soon as we can.

Limitation of Representation:

You understand that the Volunteer Lawyers Project, attorneys, and legal assistants associated with or employed by us have agreed to represent you only in the matter stated above. You also understand that we will not necessarily agree to be your attorney in case the matters needs to be appealed (go to a higher level). If an appeal becomes a possibility, we will have to review the appropriateness of that appeal when the time comes.

Service to be provided:

You agree that we may take all necessary actions to adjudicate, settle, or otherwise resolve the dispute involved in this matter. We will not enter into any settlement on your behalf without your express prior approval.

Costs:

Neither VLP, nor any attorney or legal association with or employed by us, will charge you for our services. However, if you do not qualify for a waiver of court fees, or if certain costs cannot be waived, you agree to pay such costs as may be reasonable and necessary. You understand that if we advance costs on your behalf, those costs must be repaid from any recovery in your case.

Client's Rights and Responsibilities:

There will be no charge to you for the lawyer's assistance. If you are having trouble reaching your lawyers or are dissatisfied with the services provided to you, you may use the VLP grievance procedure, which you can request at any time.

You agree that you will cooperate promptly with us in the obtaining of information about this case. You agree to keep us informed of your current address and contact information so we can keep in touch with you. You will notify us if any settlement offer is made directly to you or if the other party or their attorney talks or writes to you. You understand that you must appear promptly for any court appearances or other proceedings that are scheduled. You understand you must keep any appointment you make with your attorney or any employee of VLP.

You further understand and agree that failure to do so or failure to cooperate with your attorney in preparing your case will be cause for terminating this agreement. You agree to notify us of any changes in your financial situation because you understand that changes could make you ineligible for legal assistance.

Termination:

You may terminate this agreement at any time by writing to us. An attorney employed by or associated with us may terminate this agreement for good cause upon giving reasonable written notice to you, and may be required to do so if it appears to him or her that you are no longer financially or otherwise eligible for our services.

This agreement is made on _____, 20 ____, at _____, MA.

Signature of VLP Volunteer Attorney

Signature of Client

Print Name

Print Name

For: Volunteer Lawyer's Project of the Boston Bar Association, Inc.

VLP Case No: _____

PLEASE SIGN AND RETURN THE WHITE COPY TO VLP WITHIN SEVEN (7) DAYS.