

## Volunteer Lawyers Network (VLN) REPRESENTATION AGREEMENT

In this agreement, "I" means the client whose name appears below and "you" means the attorney whose name appears below. Volunteer Lawyer's Network (VLN) is the referring agency.

<u>Client Information</u> Name:  Address:  Phone number:  Email:	<u>Attorney Information:</u> Name:  Address:  Phone number:  Email:  ID Number:
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I agree that you and any other attorney/s chosen by you or to whom I am referred shall represent me in the following legal matter: \_\_\_\_\_.

Authorization: I agree that you may get confidential information about me and my problem from government agencies and health care providers. I agree to sign papers telling these people to give you information about me.

Agreement: I agree to the following:

1. All of the income and property information I have given you is true. I cannot afford to pay an attorney.
2. If you later find out that I had money or property which I could have used to hire an attorney that I did not tell the truth about my income or property, you may stop representing me. I will also be required to pay you the value of the legal services I may have received as a result of not telling the truth.
3. You will not charge me for legal services provided to me. I will pay you for money you pay on my behalf for copying, court fees or other expenses arising from my case. You have advised me that you think the costs which I may be required to pay in the event a court waiver cannot be obtained are: \_\_\_\_\_.

Withdrawal by Attorney: You may stop representing me and VLN will not refer me to another attorney if:

1. I have not told the truth about my income, property, family status or facts of my case.
2. I fail to tell you about any important changes in my income, property or my address.
3. I do not cooperate with you in getting evidence or in preparing my case.
4. You may not continue to represent me under the rules of the Minnesota Supreme Court covering lawyers' ethics; or VLN cannot find an attorney willing to take my case after you have withdrawn for any reason.
5. I disobey a court order which you have advised me to obey.
6. You conclude we have very little chance of winning my case and I insist on pursuing my claim against your advice.
7. For other reasons, you cannot represent me. If this happens, VLN or you will tell me those reasons.

I have read this statement. My attorney has explained this Agreement to me and has answered my questions about it. I agree to the terms of this agreement. I have received a copy of this agreement.

We have reviewed the VLN Attorney and Client Expectations Letter located on the back of this form.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date:

For funding purposes only. Does not affect our services and is confidential. **DO NOT SIGN BELOW IF YOU ARE NOT A US CITIZEN OR ARE UNSURE OF YOUR IMMIGRATION STATUS.**

I am a citizen of the United States: \_\_\_\_\_

\_\_\_\_\_  
Client signature if applicable

\_\_\_\_\_  
Date

Attorney: Please retain original and fax a copy to VLN. (General fax number is 612-752-6656) or mail to Volunteer Lawyers Network, 600 Nicollet Mall, Suite 390A, Minneapolis, MN 55402.

Note: VLN has a client grievance policy. For more information, call 612-752-6677.



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Minnesota Law Center · Suite 390A · 600 Nicollet Mall · Minneapolis, MN 55402 · t: 612-752-6655 · f: 612-752-6656 · e: vln@hcba.org  
www.volunteerlawyersnetwork.org

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## Attorney and Client Expectations

### You can expect that your VLN attorney will:

- Be licensed to practice in Minnesota and be in good standing with the ethics board.
- Have the legal expertise to handle your case and know the legal process.
- Help you better understand your rights and options.
- Discuss the consequences of the legal actions you may take.
- Keep you informed about changes to your case.
- Return phone calls within a reasonable time.
- Keep information confidential.
- Provide referral to other services if there are issues that the attorney is not helping with.
- Sign an agreement with you that outlines what he or she will do for you.

### Your VLN attorney can expect that you will:

- Be completely honest with him or her. If you don't give your attorney all the facts, your attorney cannot help you as well and it may affect the outcome of your case.
- Ask questions to understand your case. Let the attorney know your goals. Prepare in advance for meetings by writing down your questions for the attorney.
- If your contact information is changing, tell the attorney as soon as possible.
- Provide all paperwork to the attorney, in advance of meetings if possible.
- Call your attorney when you have new information or an important question.
- Show up for all appointments **on time**. (If you have to miss an appointment, call your attorney as soon as possible and ask to set a new date.)
- Promptly return phone calls from your attorney.
- Avoid bringing children to appointments so that you can focus on your legal matter.
- Listen when your attorney tells you the limits of what he or she can do for you. Unfortunately, the court process does not always solve all problems.
- If you're going to be out of town, please tell your attorney. Tell your attorney about any changes in income and people in your household.
- Call VLN for assistance with new legal issues. Your attorney is representing you on the issue listed on the *Representation Agreement* only.