

## **LEGAL REPRESENTATION AGREEMENT**

Name and Address of Attorney:     **YOUR NAME**  
  **YOUR ADDRESS**

Name and Address of Client(s):  
                          **CLIENT NAME**  
                          **CLIENT ADDRESS**

A#: **CLIENT A NUMBER**

***YOUR NAME (“Attorney”) and CLIENT NAME (“Client”) hereby agree that Attorney will provide legal services to Client on the terms set forth below.***

**Legal Services:** This Representation Agreement concerns the following matter(s):

### **Application for Asylum before the Immigration Court**

1. **Scope of Work:** Services in any matter not described above will require a separate written agreement. Unless otherwise specified above, this Agreement does not cover representation on appeal.
2. **Fees and Costs:** We will not charge you for attorney’s fees. Although we will not charge a fee for services, you will be responsible for paying for costs associated with your case, if any, including any government filing fees (if a fee waiver cannot be obtained) and expert witness fees (if a pro bono expert cannot be found and you agree to the charges in advance). Attorney will not advance funds for those costs.
3. **Duties of Attorney:** We will provide those legal services reasonably required to represent you. We will take reasonable steps to keep you informed of case progress and to respond to your inquiries. Pursuant to our ethical obligation of confidentiality, we are not permitted to discuss your case with any third party without your written consent.
4. **Staffing:** **YOUR NAME** will be the attorney primarily responsible for the representation. When questions or comments arise about Attorney’s services or other aspects of representation, please contact Attorney directly. Attorney’s direct telephone number is **YOUR NUMBER**. It is important that you are satisfied with Attorney’s services and responsiveness at all times.
5. **No Guarantee as to Outcome or Timeframe:** We cannot and do not guarantee particular results. We cannot and do not make any guarantees about the amount of time it will take to complete your case.

6. **Client Duties:** You agree to be truthful with us, to cooperate, to keep us informed of any information or developments which may come to your attention, to abide by this Agreement, and to keep us advised of your address, telephone number, and whereabouts. You will assist us by providing necessary information and documents and will appear when required at legal proceedings.
7. **Termination of Representation:**
- a. You may terminate this representation at any time and for any reason, subject to necessary court approval.
  - b. We may terminate this representation, subject to necessary court approval and subject to the limitations of the **YOUR STATE** Rules of Professional Responsibility, if you:
    - make our representation unreasonably difficult by failing to cooperate with us, failing to respond to communications, or failing to be truthful with us;
    - fail to follow our advice regarding a material matter;
    - fail to tell us about changes in your address and telephone number, marital status, criminal history or any other circumstances that could affect your case;
    - in the event of a conflict of interest;
    - are no longer eligible for our services (for example, in a detained case, if you are released from detention, or you are no longer financially eligible for our services);
    - or for other good cause.
  - c. Unless representation has been previously terminated, our representation will terminate upon completion of the legal services described in this agreement. You understand we have no continuing obligation to represent you unless you retain us to provide additional advice or services.
8. **File Retention:** When our services terminate, we will retain your file in storage for the period required by the applicable Rules of Professional Responsibility. During the course of your case, we will provide you with copies of all attorney work product, as well as all documents we receive from the government. When services terminate, we will notify you of any original, client-furnished documents that remain in our possession. You will be invited to retrieve these client materials, or you may direct us to forward the client materials to you, at your expense. If after our services terminate you request documents from your file, we may charge you for the costs of retrieving your file and copying documents from the file.
9. **Conditions:** This Agreement will not take effect, and we will have no obligation to provide legal services, until Attorney and Client have both signed the Agreement.

10. **Entire Agreement:** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

\_\_\_\_\_  
**CLIENT NAME**, Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
**LAWYER NAME**

\_\_\_\_\_  
Date