**LIMITED COURTHOUSE RETAINER AGREEMENT**

1. By this agreement, «client\_name» (“you”) are retaining The Legal Aid Society of the District of Columbia (“Legal Aid”) to provide you with limited representation in the following case: «case\_number» «plaintiff» v. «defendant». You certify that no other attorney is representing you in this case.

At this time, Legal Aid agrees only to take the following steps for your case: [STEPS TO TAKE] .

2. You understand that Legal Aid will provide you with representation only to take the steps described above. Legal Aid does not agree at this time to represent you in any other part of this case.

We may consider taking additional steps in our representation of you in your case, including possibly providing you with full representation for the rest of your case. We also may be able to refer you to another lawyer to provide full representation. However, Legal Aid cannot guarantee that you will receive further representation. If we agree to provide you with further representation, then we will sign a new retainer agreement.

You understand that Legal Aid does not charge a fee for the time that our lawyers or staff spend on your case.

3. You understand that all information provided to Legal Aid will be kept confidential, as required by the ethics rules governing attorneys in the District of Columbia. You agree that Legal Aid can share limited information about you and your case with Bread for the City. We will do this only for the purpose of sharing information about the work that we do in our shared projects in court.

4. When Legal Aid closes your file, we will return any original documents that you provided. Legal Aid will keep your paper file for five years from the date of closing. After that time, Legal Aid will destroy your paper file.

5. You understand that you may end our representation of you at any time for any reason. You agree to notify the judge if you wish to end our representation.

6. You understand that Legal Aid reserves the right to withdraw from our representation in certain limited circumstances. These circumstances include the following:

1. if there are inadequate legal grounds to continue with the representation;
2. if you tell us that you plan to give untrue testimony to the Court or we find out that you have been untruthful to or hidden facts from your attorney; or
3. if you fail to cooperate with reasonable requests from your attorney.

7. You have read this entire Agreement, or your attorney has read and explained the entire Agreement to you, before signing it. You understand the terms of this Agreement.

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Client Attorney, Legal Aid

«current\_date» «current\_date»

Date Date