**LEGAL AID IS UNABLE TO REPRESENT YOU**

Dear [CLIENT NAME]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for coming to the Legal Aid Society of the District of Columbia. Unfortunately, Legal Aid has many more applicants for its services than it is able to accept as clients. As you have already been told, the Legal Aid Society is not in a position to represent you with your problem.

Here are some things you should know about today’s meeting:

# LEGAL AID IS NOT YOUR LAWYER

Even though Legal Aid met with you today, Legal Aid is not your lawyer and does not represent you in any matter. This means that Legal Aid will not represent you in court, prepare or file court papers, send correspondence, or engage in negotiations for you. You are solely responsible for making sure that you take all necessary actions in your case.

# INFORMATION AND/OR ADVICE

At today’s meeting, you may have received information and/or limited specific advice about your problem or situation. Any information and/or advice given to you today was based on the information that you provided. If you forgot or did not tell us important information, the information or advice that you received may have been different from the information or advice that you need. Please understand, however, that even if Legal Aid gave you information and/or limited specific advice today, we are not able to help you beyond today and Legal Aid is not your lawyer.

**CONFIDENTIALITY**

Even though Legal Aid is not your lawyer, all of the information you gave to Legal Aid will be kept confidential according to the ethics rules governing lawyers in the District of Columbia.

**RECORDS**

Legal Aid will retain a copy of the documents you gave to us for two years. After two years, your file will be destroyed.

## THANK YOU

Once again, thank you for coming to Legal Aid. Should another problem arise, please do not hesitate to come back to Legal Aid to apply for our services. We wish you the very best.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [TODAY’S DATE]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Legal Aid Society of the District of Columbia Date