

Client Retainer Agreement
Chicago Volunteer Legal Services



Client Name: Blank Blank
IP Address: 24.148.85.117
Attorney Name: Blank Blank
Legal Problem: Adjustment_of_Status

I. REPRESENTATION

I hereby authorize Chicago Volunteer Legal Services Foundation ("CVLS") to represent me in connection with my legal problem.

I understand that:

- a. Under this agreement, CVLS will help me with this legal problem, "my case".
- b. CVLS does not make and cannot make any promises about how my case will turn out.
- c. The person handling my case will be an attorney, who may also assign and supervise a paralegal, law clerk, or Supreme Court Rule 711 law student licensed to practice law to work on the case. CVLS will tell me who is handling my case as soon as possible.
- d. CVLS will not automatically appeal my case if I lose or if I am not satisfied with the result. CVLS may appeal my case if CVLS decides, after talking with me, that there is sufficient merit to my appeal.

II. MY RIGHTS AS A CLIENT

CVLS will keep information about my case private, except as described in section IV of this agreement, and will otherwise do its work in a professional and ethical way.

CVLS will always tell me about important developments in my case and will give me information about my case when I request it, so long as my requests are reasonable.

CVLS will not settle any part of my case without my approval.

III. MY DUTIES AS A CLIENT

I will answer any email, letter or telephone call from CVLS within 24 hours and I will always make sure they have my current address, email and telephone number if I change them.

I will not settle my legal problem without telling CVLS first and without providing CVLS a reasonable opportunity to discuss the proposed settlement with me.

I will cooperate with CVLS and give them documents and other information they need to represent me.

IV. DISCLOSURE OF INFORMATION TO OTHERS

I authorize CVLS to disclose information concerning me or my case to appropriate persons, but only as necessary to properly represent me or to comply with state or federal law.

V. COURT COSTS AND LAWYERS' COSTS

Court Costs

If my case goes to court, CVLS will try to get any court or other costs waived. However, I understand that I have to pay any costs that the court won't waive, such as filing fees, service fees, witness fees, expert fees, fees for printing, copying, court reporters and transcripts or such other fees and expenses allowed by the court. CVLS will tell me in advance, as best it can, of how much money will, or may, be needed for any such fees and costs. At the end of my case, CVLS will refund any money I deposited that wasn't used.

Lawyer's Fees

The Lawyer is handling this case pro bono and I will not be charged for his or her time. If CVLS is able to obtain attorney's fees from the opposing party, I authorize them to request and retain such fees.

VI. ENDING THIS AGREEMENT

I have the right to end this agreement at any time by telling CVLS, in writing, that I do not want its services or that I am no longer interested in the case. Sometimes a court may require me to get its approval to do this. If I end this agreement, CVLS will not get another lawyer to represent me.

CVLS has the right to end this agreement before my legal problem is complete but must do so in writing. If CVLS represents me in a case before a court or agency, it can withdraw from the case only if the court or agency gives its approval. CVLS will follow all court rules and procedures for withdrawal, including providing me with written notification.

I HAVE READ THIS CLINIC SERVICES RETAINER OR HAVE HAD IT EXPLAINED TO ME. I UNDERSTAND AND AGREE.

Client Signature: *Blank Blank*

Date: 06/25/2021

Attorney Signature: *Blank Blank*

Date: 06/25/2021

Chicago Volunteer Legal Services
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