ENGAGEMENT AGREEMENT

Dear [CLIENT]:

We are pleased to represent you in your affirmative asylum proceedings. Our agreement to represent you is limited to this particular matter. This letter is to ensure that there is complete understanding between you and the attorney, [ATTORNEY], regarding the legal services we will perform for you.

I, [ATTORNEY NAME], will be the primary attorney working with you. We may involve other attorneys and volunteers to work on your matter. If at any time you have questions, concerns, or criticisms, please contact me at once.

Because we have agreed to represent you on a pro bono basis, we will not charge you for any of the services we provide. However, expenses payable to third parties, may be incurred in the course of representation. You should be prepared to pay any such expenses at the time they are due.

You should understand that we cannot make and have not made any guarantees regarding the outcome of this matter. Any discussions we have with you in this regard reflect our best professional evaluations only and are limited by our knowledge at the time.

[ATTORNEY NAME] may consult with VECINA, the organization that referred you to us and is providing guidance. We may also communicate with VECINA staff members, mentors, and other volunteers about your case. We also may provide updates on the status of your case and/or number of hours spent on the case to VECINA. You authorize [ATTORNEY NAME] and other individuals working on your case to consult with and/or provide information about your case to VECINA without requiring your further consent at any time in the future, including after your case is closed. This sharing of information is not intended to waive the attorney-client privilege you have with the attorney(s) and volunteers who work with [ATTORNEY NAME].

You have the right to terminate our engagement at any time. Similarly, you understand that we have the right to terminate our engagement at any time, but will only do so after giving you notice of our intent to terminate and a reasonable period of time to find alternative representation.

If you would like to obtain a copy of your file once this matter is complete, please send us written and signed instructions regarding where you would like the file sent; otherwise, those files will be destroyed in the normal course of our business.

If the terms set forth in this letter are acceptable to you, please sign below and return this letter to us via email or mail.

Warm regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ATTORNEY NAME]

Attorney at Law

Accepted and agreed:

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

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Client Signature