

CLIENT NAME
ADDRESS
CITY, IL ZIP

Dear CLIENT NAME

In a referral from the Pro Se Litigants' Settlement Assistance Program of the United States District Court for the Northern District of Illinois, through the Chicago Lawyers' Committee for Civil Rights Under Law, Inc., Firm has been asked to provide you with legal representation. We are pleased to agree to this representation on the following terms and conditions:

1. **Client.** We understand that you will be Firm's client and that Firm will not be representing any other person or entity in connection with this matter.
2. **Scope of Services.** The scope of Firm's engagement will be solely for the limited purpose of assisting you in connection with settlement proceedings in Case No. ##-cv-#####, currently pending in the United States District Court for the Northern District of Illinois. We shall not be obligated to conduct any discovery, to prepare or respond to any motions and shall not be responsible for the trial of this case.
3. **Limitation on Services.** The scope of the representation may be altered or expanded only by written agreement between you and Firm.
4. **Cost of Services.** Firm will not charge a fee for its services. Nor will you be responsible for any costs and expenses incurred by Firm in its representation such as, but not limited to, all filing fees, application fees, copying and permit fees.
5. **Client Responsibilities.** As a client of Firm, you understand that you have the responsibility to cooperate fully with Firm on all matters regarding the representation, including, but not limited to:
 - (a) Keeping Firm informed of any changes in your circumstances, including, but not limited to, any change of address, telephone number, or a substantial change in income;
 - (b) Promptly informing Firm about any and all documents or other communications related to the matters upon which Firm is providing representation; and
 - (c) Responding in a timely manner to correspondence and other communication and requests from Firm, including, but not limited to, requests for information or documents.
6. **Termination.**
 - (a) You may terminate our representation at any time without cause. If you choose to terminate the representation, you must notify Firm in writing.
 - (b) Pursuant to the rules of professional conduct and responsibility, Firm may withdraw from this representation, after taking reasonable steps to avoid prejudice to your rights, including first giving you notice of intention to withdraw. Firm may withdraw if, in Firm's judgment:
 - (i) You are not cooperating with Firm or your conduct makes it unreasonably difficult for Firm to carry out the representation effectively or efficiently;

- (ii) You insist that Firm engage in conduct that is contrary to our judgment and advice or is contrary to law;
 - (iii) Continued representation would result in a violation of the rules of ethics and professional responsibility then applicable in the jurisdiction of Firm's practice;
 - (iv) You are no longer financially eligible for legal services free of charge because of a material change in your resources or alteration in your objectives. Financial eligibility shall be determined solely by Firm; or
 - (v) There is other good cause under applicable law or ethical rules to justify withdrawal.
7. **Use of Information.** Firm has your permission to include a summary of your matter (without reference to your name) in its pro bono newsletter and annual reports.
8. **Requests for information from referral organization.** You agree that we may provide to the Chicago Lawyers' Committee for Civil Rights Under Law the ultimate outcome of this engagement and the amount of time we spent obtaining that outcome even if the terms of a settlement or other resolution call for confidential treatment of such information in other circumstances.

If these arrangements are satisfactory, please sign the enclosed copy of this letter and return it to me. Please contact me if you have any questions.

Accepted and Agreed
by Client:

By: _____

Name: _____

Title: _____

Date: