**AGREEMENT FOR PRO BONO REPRESENTATION**

This Agreement for civil legal services is between (the "Attorney”) and (the "Client").

1. The Client hereby authorizes the Attorney as a volunteer of the Heartland Pro Bono Council, Inc. (“Heartland”), to represent the Client in the civil legal matter described as follows:

under Cause Number(s)

(the “Legal Services”). The representation will be limited to this matter only and does not include any other legal issues, motions to reconsider, motions to correct error, or any appeal of this matter.

1. The Attorney agrees to provide the Legal Services on a pro bono basis, which means that the Attorney will not charge the Client for attorney or paralegal hours expended on this matter, except as noted below.
2. The Attorney agrees to communicate with Client, keep Client advised on the status of his or her matter, and represent Client with the same level of competence and zeal as Attorney’s private clients.
3. The Client agrees to pay for all other expenses related to the matter (such as serving court papers to the opposing party, mediation fees, counseling fees, notice by publication, and/or bankruptcy filing and debt counseling fees), unless the expenses are waived by the Court or reimbursed by Heartland. If any such court or expert expenses are or will be incurred, the Attorney will secure approval of the payment by the client, in advance and will require the Client to pay for such expenses.
4. Client understands that the Attorney cannot help Client or properly prepare without Client’s cooperation, and Client therefore agrees to:
	1. Cooperate fully with the Attorney and the Attorney’s staff;
	2. Read and review every document provided by the Attorney;
	3. Respond promptly to requests for information and/or documents requested by the Attorney or the Attorney’s staff;
	4. Be completely honest with the Attorney,
	5. Provide accurate information to the Attorney;
	6. Be on time for all appointments, court hearings, and/or mediations; and
	7. Dress appropriately for all court hearings and/or mediations.
5. Client agrees not to contact the other party’s attorney, the court, or any other parties regarding the Legal Services for any reason, unless instructed to do so by the Attorney.
6. Client agrees to promptly notify the Attorney of: (a) any changes in the Client’s address, telephone number, and/or email address; (b) any change in the number of people in Client’s household; (c) any changes to the Client’s financial situation, including changes in the Client’s income, assets, and/or benefits; and (d) of any circumstances that may prevent the Client from promptly responding to communications from the Attorney or the Attorney’s staff.
7. If the Client’s financial situation improves substantially, or if the Attorney discovers that assets exist that could be used to pay Client’s attorneys’ fees, the Attorney may (a) charge reasonable attorney’s fees for continued representation, or (b) decline further representation, subject to court approval, if necessary. If the Attorney elects to charge attorney’s fees, Client is not required to work with the Attorney, but may opt to hire a different attorney.
8. Client acknowledges that the Attorney has not and cannot guarantee the results or outcome of this representation, and that the Attorney enters into this Agreement with the Client without any promise or guarantee of a specific outcome or desired results of the representation.
9. Client understands that he/she is free to ask the Attorney to stop representing him/her at any time (subject to court approval, if necessary), and acknowledges that Heartland has no obligation to provide a replacement attorney.
10. The Attorney’s obligations under this Agreement will end, subject to necessary court approval, under the following circumstances:
	1. The matter has received a final adjudication in the current legal forum;
	2. The Legal Services as described above have been completed;
	3. Further representation would be useless, unreasonable or would not help to achieve Client's goals;
	4. The Client no longer meets Heartland’s financial eligibility guidelines;
	5. The Client has asked the Attorney to cease representation;
	6. The Client has lied to the Attorney or failed to cooperate in the representation; or
	7. When otherwise required or allowed by the Rules of Professional Conduct.

**I have received and read a copy of this Agreement and I understand and agree to its terms.**

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| **Attorney:**  Address:   Phone:  | **Client:**  Address:   Phone:  |