

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Pro Bono Representation Regarding [Case Type, e.g., Dissolution of Marriage/Child Custody]

Dear [Client Name],

This letter confirms that [Law Firm/Attorney Name] will represent you in connection with [Specific Legal Matter]. This letter sets forth the terms of our legal representation.

### **1. Scope of Services**

Our representation is limited to the following matter: [Detailed Description of Scope]. We will not represent you in any other legal matters unless agreed upon in a separate written document.

### **2. Pro Bono Status and Fees**

We are providing our legal services to you on a pro bono basis. This means you will not be charged for the time our attorneys or staff spend working on your case. However, you will be responsible for "out-of-pocket" costs, such as court filing fees, process server fees, and expert witness fees, unless a fee waiver is granted by the court.

### **3. Client Responsibilities**

To represent you effectively, you agree to:

- Provide complete and truthful information.
- Notify us immediately of any change in your contact information.
- Respond to our requests for documents or information in a timely manner.
- Attend all scheduled court hearings and appointments.

### **4. Confidentiality**

All communications between you and this office are confidential and protected by attorney-client privilege, meaning we cannot disclose your information to third parties without your permission, except as required by law.

### **5. Termination of Representation**

You may terminate our representation at any time. We may withdraw from representing you if you fail to cooperate, if a conflict of interest arises, or if you provide false information.

### **6. Conclusion of Representation**

Our representation will end when the final judgment is entered or when the specific legal matter described above is resolved. We will return your original documents to you at that time.

Please sign and return a copy of this letter to indicate your agreement with these terms.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

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**CLIENT AGREEMENT**

I have read this letter, understand its terms, and agree to them.

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[Client Signature]

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[Date]