

# PHILADELPHIA VIP

1500 Walnut Street, Suite 400 • Philadelphia, PA 19102 • 215/523-9550

## REPRESENTATION AGREEMENT

This Agreement for civil legal representation and services is between \_\_\_\_\_,  
a volunteer with Philadelphia VIP (VIP), hereafter called the "Legal Representative," and  
\_\_\_\_\_, hereafter called the "Client."

The Client hereby authorizes the Legal Representative and VIP to represent the Client in the civil legal  
matter described as follows: \_\_\_\_\_

\_\_\_\_\_

The Client also authorizes the Legal Representative to obtain any information or documents necessary for such  
representation, and to assist the Legal Representative in obtaining all of the facts for the case. The Legal  
Representative agrees to give the Client zealous representation in the above-described legal matter, and to work  
with VIP in obtaining the necessary supportive services. The Legal Representative's obligations under this  
Agreement end after the matter has received a final adjudication in the current legal forum, although the Legal  
Representative may choose, upon consultation with VIP, to take appropriate further steps in the matter at the  
Client's request.

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### I HAVE THE FOLLOWING RIGHTS AS A CLIENT:

1. To be kept informed about any important developments in my case.
2. To be consulted before any significant decision is made on my behalf, and to be given sufficient information to make an informed decision.
3. To be consulted on any settlement proposal on my case before the matter is settled by my Legal Representative.
4. To have information regarding my case kept confidential. However, I recognize that my Legal Representative may discuss certain facts of my case with individuals in VIP and with others to the extent that it is necessary for representation in this case.

### AS A CLIENT I PROMISE TO DO THE FOLLOWING:

1. To inform my Legal Representative of any change in my address or telephone number.
2. To inform my Legal Representative of any change in my income or assets.

3. To appear at my hearings and court appearances, and to keep all appointments with my Legal Representative unless I have called in advance to cancel the appointment.
4. To pay any litigation fees or fees for obtaining necessary documents which are not waived if I am able to do so.
5. To avoid communications with opposing parties or opposing counsel without prior consultation with my Legal Representative.

**LEGAL REPRESENTATIVE'S OBLIGATIONS:**

1. To keep the Client informed of what is being done about the Client's case and to consult with the Client before any significant decision is made on the Client's behalf.
2. To represent the Client free of charge, accepting no attorneys' fees from the Client. If the Client is able to pay, he/she will have to pay any court fees and fees for obtaining documents, unless those fees can be waived. Any attorneys' fees that may be awarded by the court and/or paid by the opposing party in this representation will be distributed in accordance with the VIP Attorneys' Fees Policy then in effect.

**TERMINATION OF REPRESENTATION:**

1. The Client is free to request that the Legal Representative cease representing him or her at any time for any reason, subject to necessary court approval. In the event of dismissal of a Legal Representative by the Client, VIP does not guarantee that another Legal Representative will be found.
2. The Legal Representative may cease representation of the Client, subject to necessary court approval, under the following circumstances: (a) further representation would be useless or unreasonable, or would not help to achieve the Client's objectives; (b) the Client is no longer financially eligible for services through VIP; (c) the Client has failed to cooperate in the representation; or (4) when otherwise mandated or allowed by the Rules of Professional Conduct.
3. VIP may close, withdraw from or dismiss the Client's case, subject to the necessary court approval and consistent with the Rules of Professional Conduct, if: (1) the legal service it has agreed to provide is completed or if, in VIP's reasonable opinion, further representation would not benefit the Client; (2) the Client is found to have misrepresented or concealed facts concerning the case; (3) the Client refuses to obey a court order that the Legal Representative has advised the Client to obey; or (4) the financial circumstances upon which the Client was accepted by VIP change significantly.

**I have received a copy of this Agreement.**

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Client

Date

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Legal Representative

Date