

# LEGAL AID OF WEST VIRGINIA

## UNITED STATES CITIZENSHIP ATTESTATION

I certify that I am a citizen of the United States of America.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are not a U.S. citizen, we have to determine if you are eligible for our help as a non-citizen. Appropriate documentation must be reviewed. To do this, our staff will help you fill out a Legal Aid of West Virginia ELIGIBILITY QUESTIONNAIRE - NON-CITIZEN STATUS form.

## RETAINER AGREEMENT FOR LIMITED ASSISTANCE

Legal Aid of West Virginia tries to help as many people as possible, given the funding that is available. Because of limited funding, Legal Aid of West Virginia cannot provide full representation to everyone with a valid legal need or question. In my case I understand Legal Aid of West Virginia will not provide full services, but will ONLY provide the following limited assistance:

- |   |   |
|---|---|
| <input type="checkbox"/> Interview and Advice   | <input type="checkbox"/> Help filling out legal forms                                 |
| <input type="checkbox"/> Investigation to determine whether I have a case   | <input type="checkbox"/> Preparing documents or court papers for me to file on my own |
| <input type="checkbox"/> Contact the other side to try to settle the dispute, but with no obligation to represent me in court if the dispute is not resolved. |   |
| <input type="checkbox"/> Other (as described here):   |   |

Legal Aid of West Virginia agrees to help me with this problem:

**Free Services, and Costs and Payments:** The limited legal assistance described above will be provided to me for free by Legal Aid of West Virginia. If there are costs (such as copy fees, or medical records fees) that cannot be waived, Legal Aid may ask me to pay them if I am able to do so. If I cannot pay the costs, Legal Aid may pay these charges for me.

**Settlement Decisions.** Legal Aid of West Virginia will not settle my case without my agreement in advance, unless I have authorized specific settlement terms in advance.

**Right to End Services.** I can tell Legal Aid of West Virginia to stop providing me services at any time I want to do so, for any reason.

**Confidentiality and Disclosure of Information.** Legal Aid of West Virginia is a law firm. As a client of Legal Aid of West Virginia, I will make available all the information I have relating to my case or my legal questions. As a client of Legal Aid of West Virginia, my information is confidential. Confidential information will not be disclosed to anyone who is not on the staff of Legal Aid of West Virginia without my permission, except as permitted or required by the Rules of Professional Conduct, the legal ethics rules of West Virginia. Legal Aid of WV may ask attorneys to assist me through its Pro Bono Program. I authorize Legal Aid of WV to share my information with these attorneys or firms.

**Accurate Information, New Information and Changes in Information.** Everything I have told Legal Aid of West Virginia about my case is true as far as I know. I will tell Legal Aid promptly if I find new information about my case or if there are new incidents to report. I understand it is my responsibility to tell Legal Aid of West Virginia immediately about changes in my address, telephone number, my family income or the size of my household.

**Legal Aid's Right to End Services.** Legal Aid of West Virginia may stop providing services to me, but only when there is a good reason for doing that. If I do not cooperate with instructions Legal Aid of West Virginia gives me, don't provide complete or truthful information about my case, don't stay in touch with Legal Aid or if I do not report changes in my phone number, address or income, Legal Aid of West Virginia may have to stop helping me. Legal Aid of West Virginia will only stop helping me after making all reasonable efforts to tell me the reason and giving me a chance to explain why services should not be ended.

**Right to Make a Complaint.** I can make a complaint if I do not understand or approve of the work being done on my case or if Legal Aid of West Virginia says it will stop helping me. Legal Aid of West Virginia will provide me a copy of the "Statement of Client Rights" describing the procedure for making a complaint anytime I ask for one.

**Copy of Agreement.** Legal Aid of West Virginia will give me a copy of this Retainer Agreement when it is signed by Legal Aid of West Virginia, or at my request.

**THIS AGREEMENT IS EFFECTIVE ONLY WHEN SIGNED BY BOTH THE CLIENT AND LEGAL AID OF WEST VIRGINIA.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Aid of West Virginia

\_\_\_\_\_  
Date

Approved by Legal Aid of WV Board of Directors September 18, 2015