

① You (*print your name*): _____ and LawNY agree that LawNY will represent you for (*describe your legal problem*): _____

LawNY will provide these services for free: _____

This agreement is for *this* legal problem only. It does not cover any other legal problem or an appeal, if you lose your case. If you need our help with a different case or an appeal, you must apply again.

LawNY may stop representing you if:

- Your income goes up,
- You do not cooperate, or
- There is another good reason.

② Signing this agreement means you agree to cooperate with us. That means you will:

- Tell us everything you know about the case.
- Tell us **right away** if your contact information or income changes.
- Tell us **right away** if something happens that affects the case (for example, if you get a hearing notice or a phone call from the other side in this case).
- Pay for court costs and filing fees. You may be able to get the court to pay for them.
- Help your lawyer: go to appointments, answer any questions, and return phone calls.

③ **Your rights:** You have the right to:

- Make decisions in the case
- Agree to a settlement
- Tell us to stop representing you
- Complain if you do not like the way we handle the case

④ **If you have a complaint, tell us.** If we cannot solve the problem by talking with you, you may:

1. Write us a letter explaining the problem. Include your address and phone number.
2. Give the letter to **your lawyer** right away or mail it to:
LawNY, Inc.
Attn: Complaints
361 South Main Street
Geneva, NY 14456

Important! You must drop off or mail the letter within **10 days** of being denied legal services, or within **90 days** of the day the problem you are complaining about started.

If you have questions about how to write a complaint, **ask** at the LawNY office.

⑤ I have read and understood this agreement. I have been given a copy of this agreement.

Client signs here: ▶ _____ Date: _____

LawNY signs here: ▶ _____ Date: _____

Maria Mindlin 9/16/2010 10:44 AM

Comment [1]: Jeff – Would there be a good spot for the text below on the intake/application form?

LawNY will take your case if:

- You are income-eligible,
- Your case has merit,
- We provide services in the area of law you need, and
- The law and our rules allow us to represent you.

We do not take cases that discriminate because of race, religion, sex, age, sexual orientation, marital status, national origin, physical or mental handicap, political affiliation, prior criminal record, or other irrelevant characteristic.