

# Pro Bono Representation Agreement Template 3 – Minor Victim

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[Date]

[Victim Name and Address]

Dear [Victim Name]:

As I mentioned during our telephone conversation, it is recommended that lawyers have a written agreement with their clients detailing the scope of their services and the expectations of both the client and the attorney. This letter is that agreement. Please review this letter carefully and let me know by signing below that this agreement is consistent with your understanding of the representation I will be providing.

This letter is addressed to you, [Victim Name], and you will be my client for the purpose of this representation. Because you are a minor, I am asking that your parents, [Names], also sign this representation agreement, giving their consent to my representation of you. In signing this letter, your parents agree and acknowledge that you are my client (not them) and that you will control the representation and assertion of your victims' rights in this matter. Similarly, in signing this letter, your parents agree and acknowledge that I owe a duty of confidentiality to you and that there may be things I will not be able to discuss with them because of this duty.

1. **Scope of Engagement:**

I, [Name of Attorney], a licensed attorney in [Jurisdiction], am undertaking a limited representation on your behalf, on a *pro bono* basis, to assist you in asserting your rights related to [describe the issue at stake] in the [Court] in [Name of Case – Be sure to specify whether appeals are included here]. My job will be representing you before the [Court – Be sure to specify whether appeals are included]. If a similar or related issue presents itself in another court, I will am not your attorney for that situation unless a separate representation agreement is agreed to and signed. At the time issues relating to the [fill in the subject of the representation] are concluded, I will seek to withdraw from representation.

During the course of my representation, I will try to make the best legal decisions in protecting your rights as a victim of crime. Which argument(s) to be used will be reviewed with you prior to my final decision. The specific facts of your case and the

need for continued advocacy in furthering the interests of crime victims' rights in general will be part of the decision-making process.

Unfortunately, I cannot be your lawyer for any other purpose or function. Should there be any civil proceedings associated with this matter, or additional issues that arise that implicate your victims' rights, separate counsel (or a separate representation agreement with me, if we mutually agree to additional representation) will be necessary to handle your interests.

Litigation is, by its very nature, time consuming, uncertain, and frequently frustrating. It is too early to predict a likely outcome of this matter, but you may be assured that I will work diligently on your behalf.

I understand that you will provide me with such truthful factual information and material as I may need in providing legal services, that you will make decisions and determinations as are necessary or appropriate to facilitate the rendering of our services, and that you will be available to assist me during the case.

2. **Communication and Collaboration:**

Because you are a client, any communication made by you to me or others working with me to provide legal services is confidential, and you cannot be examined in court about the information. This is known as the attorney-client privilege. Furthermore, any advice I give you as your attorney is also protected by the privilege.

As with any professional relationship, close cooperation and frequent communications between us will improve my ability to be of assistance and to complete our task. To that end, I will want to regularly discuss the progress of this matter. I will also need to be kept informed of your current address, telephone number, and email address, and you will need to keep all appointments with me and provide me with any documents or other information I need to effectively represent you.

If you have questions or concerns, please bring them to my attention promptly so that they may be addressed right away. Information that is provided to third parties, such as court papers, or conversations that we have when others are present (which may include your parents), are not confidential and are not covered by the attorney-client privilege. Additionally, conversations and information you share with law enforcement officials or the prosecution are not privileged and may be disclosed to the defense.

I encourage you to cooperate with law enforcement throughout the handling of this matter but ask you to ensure that you notify us of any communications and to advise law enforcement and the prosecution that you are represented by counsel.

3. **Costs and Expenses:** There is no charge for our representation. I provide legal services as a public service; you owe us nothing for this limited representation. We will

not be charging you any fees or seeking any reimbursement of expenses on this matter. Under those circumstances, you understand and agree that I have the exclusive right to decide what expenses will be incurred.

4. **Additional Contributions:** You agree that as a course of our representation, [Name of Attorney] may assign one or more assistants (*e.g.*, associates, administrative assistants, interns, paralegals, etc.) to work on your case. I will supervise all such work. Some work may be referred to outside attorneys and their assistants, who also agree to work on a pro bono basis.

I very much look forward to representing you and thank you for looking to us to assist you. If you have any questions concerning these matters that arise at any time, please let me know promptly. If you ever wish to discuss any matter relating to my legal representation, please do not hesitate to call or e-mail me directly.

If these understandings work for you, please sign this letter and send the enclosed copy back to me in the enclosed envelope.

Sincerely,

[Name and Address of Attorney]

In signing this letter, I agree that this letter reflects my understanding of the representation that I will be provided by [Name of Attorney].

\_\_\_\_\_  
[Victim Name]

\_\_\_\_\_  
Date

In signing this letter, I agree that this letter reflects my understanding of the representation that will be provided to [Name of Victim], my [son/daughter]. I consent to [Name of Attorney] representing [Name of Victim], as described in this letter. I agree and acknowledge that [Name of Victim] is the client (not me) and that [Name of Victim] will control the representation and assertion of [his/her] victims' rights in this matter. I further agree and acknowledge that [Name of Attorney] owes a duty of confidentiality to [Name of Victim] and that there may be things [Name of Attorney] will not be able to discuss with me because of this duty.

\_\_\_\_\_  
[Victim's Parent's Name #1]

\_\_\_\_\_  
Date

In signing this letter, I agree that this letter reflects my understanding of the representation that will be provided to [Name of Victim], my [son/daughter]. I consent to [Name of Attorney] representing [Name of Victim], as described in this letter. I agree and acknowledge that [Name of Victim] is the client (not me) and that [Name of Victim] will control the representation and assertion of [his/her] victims' rights in this matter. I further agree and acknowledge that [Name of Attorney] owes a duty of confidentiality to [Name of Victim] and that there may be things [Name of Attorney] will not be able to discuss with me because of this duty.

\_\_\_\_\_  
[Victim's Parent's Name #2]      Date