

**BANKRUPTCY PRO BONO LITIGATION PANEL GUIDELINES**

*Please Read Carefully*

You have been referred to us by the U.S. Bankruptcy Court. You will need to fill out some paperwork so that our staff can determine if you qualify for our services under our income guidelines. This paperwork must be filled out ***accurately*** and ***completely***.

If you qualify, we will immediately refer your case to one of our pro bono attorneys. You will be provided with the name and telephone number of the attorney and it will be your responsibility to contact the attorney as soon as possible to schedule an appointment.

**ATTORNEY FEES:** If you are accepted for attorney representation, your assigned attorney will represent you without charge unless awarded attorney's fees from the opposing party. In that case, he/she is authorized to keep such fees.

**RELEASE OF INFORMATION:** In order to place your case with a pro bono attorney, we will need to release all information you have provided to us to the pro bono attorney. By applying for our services and seeking a pro bono attorney, you are agreeing that we may release such information to a pro bono attorney.

**CLIENT RESPONSIBILITIES:**

**FILING FEES & COSTS:** In the event there are fees in your case that cannot be waived, you will need to be prepared to pay the appropriate filing fee if necessary. While volunteer attorneys with our program agree to handle cases without charging the clients fees for their work, they are not necessarily agreeing to spend their own money to cover the costs in those cases. The clients are ultimately responsible for all costs associated with their cases which cannot be waived. Accordingly, it is very important that you talk with your pro bono attorney in your first meeting about potential costs that may arise in your case.

**COOPERATION WITH YOUR PRO BONO ATTORNEY:** If you are placed with a pro bono attorney, you will be required to cooperate with the attorney in prosecuting and/or defending your case. Your failure to cooperate will be grounds for your attorney to withdraw from any further representation and you will no longer be eligible for assistance through the Pro Bono Project. When your case is completed, your attorney will withdraw from any further representation of you and will not appeal a court decision on a pro bono basis.

★ Please keep all appointments with your attorney. ★

Be prompt, courteous, and prepared, and leave small children with a competent sitter.

AN ATTORNEY ASSIGNED TO YOU IS STRICTLY A VOLUNTEER AND IS NOT OBLIGATED BY RULE OF LAW TO REPRESENT YOU WITHOUT CHARGE. THE ATTORNEY IS NOT EMPLOYED BY OR OTHERWISE ASSOCIATED WITH THE PRO BONO PROJECT, OTHER THAN VOLUNTEERING TO ASSIST YOU WITH YOUR LEGAL PROBLEM WITHOUT CHARGE.

CURRENT INFORMATION: If you change your address or telephone number, you must notify our office and your attorney immediately. If we cannot locate you because you moved and/or changed your telephone number and did not notify us, we will have to close your case. While your case is open, you must inform the Pro Bono Project in writing if your income changes from what it was at the time of your first interview. If your new income exceeds our guidelines, you will be declared ineligible for pro bono services and your attorney may be permitted to charge his/her normal hourly rate, starting when you became ineligible. We reserve the right to inquire into your financial situation.

PLEASE NOTE: If it comes to our attention that you have misrepresented any information to us, we will close your case immediately.

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I hereby acknowledge that I have read and understand the above policies and have received a copy of the same.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)