



**ADOPTEE RIGHTS LAW CENTER PLLC
RETAINER AGREEMENT: CITIZENSHIP CLINIC**

I, **[CLIENT NAME]**, the Client, hereby authorize the Adoptee Rights Law Center PLLC (“ARLC”) to represent me in the following legal matter: **obtaining a Certificate of Citizenship from the US Citizenship and Immigration Service (USCIS)**.

CITIZENSHIP CLINIC. I understand that ARLC is representing me as part of the Adoptees United Citizenship Clinic. While Adoptees United is funding that clinic, it is not funding my specific case nor will it have access to information or have any control or input related to decisions in my case.

MY CASE IS CONFIDENTIAL: The information I give ARLC is confidential unless I permit ARLC to tell others about my case. ARLC may not share information about me with anyone outside of ARLC without my consent. ARLC may, however, report non-identifying general statistical case information to Adoptees United, such as the type, status, outcome, and dates of the case.

WHO MAY WORK ON MY CASE: Gregory D. Luce is the attorney who will work on my case. ARLC may use other employees, attorneys, or volunteers to work on my case. I will be told if another person will assist in or handle my case.

ATTORNEY FEES. ARLC agrees that it and its attorneys will not charge me for the legal services described in this agreement. My case is considered *pro bono*.

INITIAL RETAINER. The payment of a retainer is not required for ARLC to represent me.

CLIENT COSTS AND EXPENSES: I agree to pay any costs and expenses associated with filing and pursuing my case, including costs of court or government filing fees, copies of court or government records, and overnight mail or express delivery. ARLC will inform me in advance of anticipated expenses that may exceed \$25. **ARLC will work to reduce or eliminate, as best as it can, the need for a filing fee but makes no promises that it can do so.**

MY OBLIGATIONS: I agree to go to any appointments, hearings, or interviews. If requested, I will obtain any papers or information relating to my legal matter and give them to my attorney. If my address or phone number changes, I will let ARLC and my attorney know as soon as it changes.

LIMITATIONS ON REPRESENTATION: I agree that ARLC’s representation of me is limited to matters involving federal immigration law. Representation will not involve interpretation or advice regarding laws in other states or countries, other than the State of Minnesota, though my attorney may consult with attorneys who are licensed to practice in other jurisdictions or countries.

CLIENT FILES. I understand that I will receive a copy of all documents that ARLC files on my behalf during my case, as well as a copy of all documents that ARLC receives during the course of my case. Electronic copies of documents will generally be sufficient unless I request otherwise. If I later require an additional copy of my documents, I agree to pay the reasonable costs for retrieving and copying my file. Such copying costs will not exceed \$0.25 per page. A digital file

will be provided to me at no cost. I agree that ARLC may confidentially destroy my file seven years after the date this matter is concluded.

CONFLICT OF INTEREST: ARLC is not currently aware of a conflict of interest that may limit or prohibit its representation of me. I understand that, if a conflict of interest arises, ARLC may be unable to represent me, as warranted by the Minnesota Rules of Professional Conduct.

NO REPRESENTATION OF RESULTS. I understand that securing or proving United States citizenship may at times be a difficult legal issue. ARLC agrees to work hard and zealously on my matter but, because of the legal nature of this matter, makes no representations or predictions regarding the success in obtaining necessary documentation of citizenship.

ADDRESS FOR NOTICES AND CORRESPONDENCE. I can be reached by mail for any correspondence or notices at [Client Address] or [Client Email]. ARLC can be reached by mail for any correspondence or notices at 4629 1st Avenue South, Minneapolis, Minnesota 55419 or greg@adopteerightslaw.com.

ENDING THIS AGREEMENT: I may terminate ARLC's representation of me at any time by giving ARLC a signed statement saying that I do not want the ARLC, or its representatives, as my attorney.

WITHDRAWAL BY ARLC AS MY ATTORNEY: ARLC may stop representing me if:

- A. I fail to tell ARLC about any important changes regarding my address or contact information;
- B. I no longer remain in contact with ARLC or my attorney;
- C. I do not cooperate with ARLC in getting evidence or preparing my case or matter;
- D. ARLC may not continue to represent me under the rules of the Minnesota Supreme Court covering lawyer's ethics;
- E. ARLC is representing me on a limited basis and that basis has been satisfied.

ARLC will not withdraw from my case and stop representing me without attempting to notify me, explaining the reason(s), and giving me an opportunity to discuss it.

APPEAL NOT COVERED: If I am denied or I am not satisfied with the results in my case, ARLC is not required to seek an additional decision or to take it to a higher court or decision-maker. We must discuss and agree in writing on any further proceedings if and when that time comes.

As needed, this agreement has been explained to me. I have read and I understand this Agreement. I agree to the terms of this Agreement. I have received a copy of this Agreement.

~~[CLIENT NAME]~~

~~ADOPTEE RIGHTS LAW CENTER PLLC~~

[Client Name]

Date

Gregory D. Luce
Its: Owner/Founder

Date