

FAMILY &  YOUTH ADVOCACY
CENTER

Legal Services for At-Risk Families

TERMS AND EXTENT OF REPRESENTATION

Dear **[insert client name here]**:

The following is a list of conditions, which explain the extent of our representation of you regarding your case.

- 1) Notify us immediately if you change your address or telephone number.
- 2) While there may be no charge for our services, there may be charges that you are responsible to pay, such as filing fees, court costs, deposition costs, expert witness fees, publication fees, appeal bonds, subpoena fees, etc.
- 3) We have accepted your representation for a specific matter, described as follows:
[Insert detailed description of representation matters here]
- 4) Any action steps or other requirements of you are outlined in the Case Plan, Action Steps, and Deadlines document.
- 5) Once this matter is finished, our representation ends and any other or later actions regarding this matter that may arise are not part of our responsibility, including any appeals, unless we agree otherwise in writing.
- 6) Because we represent you once does not mean we will again; we may, but we are not obligated to do so. Should you wish us to represent you on such other or later actions related to this matter, or any other matter, then you must re-contact us as a new case, subject to our acceptance or rejection as we deem fit.
- 7) If you miss appointments or court dates, or if we have been unable to contact you after reasonable attempts to do so, or if you fail to complete any agreed upon actions outlined in the Case Plan, Action Steps and Deadlines document, then we cannot be responsible for the result of your case or the possible loss of your rights, and we reserve the right to terminate any and all representation obligations.
- 8) During this matter, we will represent only the client's interests, even if the client is under 18 years old. This means that we will communicate only with the client regarding the case, unless the client gives us permission to include other persons, including his or her guardian or legal custodian.

If you agree to all of the above, please sign your name on the line below and today's date.

Client Signature

Date

Guardian/Legal Custodian Signature (if applicable)

Date

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Limited Waiver of Attorney Client Privilege – Client Engagement

I understand that a Public Children Services Agency or other case management agency, specifically **[insert agency name here]** has requested to be notified of my continued engagement with the Family and Youth Advocacy Center as part of a case plan or other requirements that I have with that agency.

I hereby give my consent for the Family and Youth Advocacy Center staff, including my attorney and any of my attorney’s agents, to communicate with **[insert agency name here]** for the limited purpose of my verifying my continued engagement and participation with the Family and Youth Advocacy Center.

Client Signature

Date

Guardian/Legal Custodian Signature (if applicable)

Date

Limited Waiver of Attorney Client Privilege – Custody Transfer

I understand that a Public Children Services Agency or other case management agency, specifically **[insert agency name here]** has requested to be notified of the outcome of a custody transfer matter with which the Family and Youth Advocacy Center is assisting me.

I hereby give my consent for the Family and Youth Advocacy Center staff, including my attorney and any of my attorney’s agents, to communicate with **[insert agency name here]** for the limited purpose of relaying the outcome of the custody transfer matter.

Client Signature

Date

Guardian/Legal Custodian Signature (if applicable)

Date
