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[www.safepassageproject.org](http://www.safepassageproject.org)

## **Memorandum of Understanding between Safe Passage Project and *Pro Bono* Attorney**

Thank you for volunteering to represent a child with the Safe Passage Project (hereinafter “Safe Passage Project” or “the organization”). We are grateful that you have accepted a *pro bono* assignment on behalf of an immigrant child in need, and we look forward to supporting you throughout the case. We ask that you review and sign this Memorandum of Understanding, which outlines your responsibilities and reflects our shared commitment to our clients.

### **Pro Bono Attorney Commitment**

As a Safe Passage *pro bono* attorney, you commit to:

- Treat your client with professionalism and respect.
- Regularly communicate with your client and keep him/her informed of all important developments in his/her case.
- Keep Safe Passage informed of the status of the client’s case by informing the organization of the filing of applications and petitions, hearings before immigration and family court, interviews before the asylum office and USCIS, as well termination of the case, and informing the organization of all other important developments in the case.
- Sign a retainer agreement or engagement letter with your client, which memorializes the scope of your representation and specifically lays out the parameters of your work for the client.
- Represent your client from commencement to completion of the client’s case, as defined in the retainer agreement. Please note that withdrawal from representation is only permitted in certain exceptional circumstances, such as the emergence of a conflict of interest or client misconduct. Safe Passage is unable to absorb *pro bono* cases in-house. Additionally, after submitting an Attorney’s Entry of Appearance in Immigration Court, withdrawal from a case can only be done with the Immigration Court’s consent. Finally, withdrawal from representation is governed by New York Lawyer’s Code of Professional Responsibility and by the New York Rules of Professional Conduct. In the event that you leave your firm, kindly advise Safe Passage Project to discuss the transfer of representation of the case to another attorney in your firm, or the possibility of continuing with the case at your new place of employment.
- Arrange interpretation/translation services if necessary. Safe Passage Project has a limited number of volunteer interpreters available if your firm cannot provide a translator.
- Contact Safe Passage Project immediately if your client is arrested, detained, or if he/she is planning to travel abroad or has left the United States.

- Contact Safe Passage Project if your client seeks assistance regarding other legal matters. Your and Safe Passage Project's involvement in the client's case is limited to the matter specified in the retainer agreement you and the client sign. Safe Passage Project is unable to provide technical support on other legal matters beyond the scope of the retainer. If, however, a client becomes concurrently eligible for another form of relief, Safe Passage Project may recommend the execution of a supplementary retainer with the client to assist in seeking that benefit, or we may refer the client to another legal services provider for assistance in seeking that benefit.
- Contact Safe Passage Project before speaking with the media, members of government, or public officials about the case.

Safe Passage Project's Commitment to *Pro Bono* Attorneys

Attorneys who accept a Safe Passage Project case for *pro bono* representation can expect that the organization will provide the support and assistance necessary to capably represent Safe Passage Project clients. In addition, Safe Passage Project agrees to:

- Provide its *pro bono* attorneys with relevant trainings and training materials in family and immigration law.
- Mentor its *pro bono* attorneys regarding immigration and family law, practice and procedure; provide sample applications, motions and pleadings, documentation, and other case resources; and provide consultations with experienced legal practitioners regarding case-related questions, theories, and strategies.

\_\_\_\_\_  
Safe Passage Project Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Pro bono* Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Law Firm

\_\_\_\_\_  
Date of Admission to Bar

\_\_\_\_\_  
State of Admission

Have you had any legal malpractice or legal disciplinary complaints filed against you? If yes, please explain the circumstances regarding the complaint and the outcome of any disciplinary action taken:

\_\_\_\_\_

Please complete this Memorandum of Understanding and return it to Alexandra Rizio at [arizio@safepassageproject.org](mailto:arizio@safepassageproject.org).