

Pro Se Legal Services
P.O. Box 413
Burlington, Vermont 05401-0413

(802) 658-4141



Specimen Retainer Agreement for Limited Legal Services

This is an agreement between **Pro Se Legal Services** and you,

_____.
(YOUR NAME)

It contains the basic terms of our agreement to provide you with limited legal services and assistance so that you can better represent yourself.

Scope of Legal Advice: You have asked us for legal advice. We will assist you by providing you with information regarding the law and how it applies to your situation. We may also provide you additional services such as preparation of documents and legal research. We have **not** agreed to represent you, for example, by filing forms or pleadings for you, going to a hearing or trial with you, preparing your case for trial or providing any legal help other than the assistance provided in this interview and in subsequent Work Orders. You will remain responsible for all aspects of your legal situation except for what has been specifically delegated to us in this agreement and subsequent Work Orders.

Duration of Legal Help: Our agreement begins immediately and ends at the completion of our interview today. We do not promise to help you after that unless we have agreed to in a Work Order.

Additional Work: We may provide additional legal services, but only on the basis of a written Work Order signed by both you and Pro Se Legal Services.

Cooperation: To advise you effectively, we need your cooperation. You, therefore, agree to answer any questions we ask you.

Files: Pro Se Legal Services will not maintain files for you. You must organize and maintain all files related to your legal situation yourself.

Fees: We will charge you \$150 per hour billed in quarter hour increments.
Payment will be made at the time service is rendered.

Costs: There are costs that are part of resolving legal situations such as filing fees, postage, sheriff's fees, license fees, etc. You will be responsible for all costs.

Declining to Advise: We may decline to give you advice if:

1. We have a conflict of interest.
2. Your legal situation is beyond the scope of our services.
3. For any other reason set forth in the Vermont Rules of Professional Conduct.

Client

By: _____
Date

Pro Se Legal Services

By: _____
Date