

## AGREEMENT

The undersigned agrees that in order to qualify for participation in the Nonprofit Resource Center of Western Virginia's ("NRC") program with the Roanoke Bar Association ("RBA"), we will abide by the following conditions:

1. The attorney(s) will provide the legal services reasonably required to represent you with respect to the project that is submitted and accepted. We will keep you informed of our progress and promptly respond to questions.

The nonprofit agrees to be truthful and cooperative with us, keep us informed of developments, promptly provide us with the information and documents that you have relating to the matters we are handling, and be available to confer with us on matters related to our representation.

2. The RBA serves only as a conduit to link nonprofit organizations to attorneys who are willing to assist with certain, prescribed cases. The RBA has no role, involvement or obligation in the representation of any nonprofit organization through this program. The relationship that will be established is solely between the attorney (including his/her firm) and the nonprofit entity.
3. We agree to represent you on a *pro bono* basis. We will not charge you for any attorney's fees, but you will ultimately bear the responsibility to pay all costs and expenses incurred in handling this matter. During the course of the attorney(s) representation, we will make advancements on your behalf to pay the costs and expenses incurred in handling this case. It is our policy that advancements for expenses are a loan to you for which you agree to pay interest thereon.
4. The attorney assigned to assist the nonprofit organization is not corporate counsel for that organization and his or her role is limited to the immediate matter assigned.
5. The attorney-client relationship only exists for the duration of the individual assignment. There is no ongoing attorney-client relationship between the attorney and the nonprofit organization.
6. No one matter assigned to an attorney shall exceed 10 hours, unless approved in advance by writing.
7. Examples of eligible projects include five general areas: employment, corporate, tax, trusts and estates, and judicial process. Specific examples of ineligible projects include, but are not limited to, any project that involves trial, an appearance in court, or is anyway otherwise a fee producing case. Final case eligibility will be determined on a case-by-case basis.

8. These services are intended for the benefit of only the nonprofit entity and **not of the individual employees of the entity.**
9. You agree to abide by the terms of this Agreement, and your consent to these terms is final, unless you advise us to the contrary within 5 days of the date of this Agreement.
10. In the event one or more of these conditions are not met, the attorney(s) in his or her sole discretion may discontinue representation.

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Nonprofit Organization

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Address

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Signature

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Printed name

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Title