



Investigation/Representation Agreement

Please read this agreement carefully. This agreement explains your rights and your responsibilities as a client of Utah Legal Services. If you have questions, call Utah Legal Services before you sign.

- ① **This is an agreement between you, _____, and Utah Legal Services (ULS).**
(print your name)

ULS will investigate and possibly represent you in the following matter:

The terms of this agreement apply whether you receive brief advice or full representation from our office.

This agreement is for this legal problem only. It does not cover any other legal problem or an appeal. If you need help with a different case or an appeal, you must apply again.

- ② **ULS is investigating your case and has not yet agreed to accept it.** Once you sign and return this agreement to our office, we will review your case and tell you whether or not we can help you. We may need additional information and paperwork from you before we can make a decision about your case. ***You are responsible for meeting any deadlines with your case, such as attending court proceedings or filing documents, while we see if we can assist you.***

- ③ **Utah Legal Services may stop representing you if:**

- you hire a private attorney,
- your income changes,
- we are unable to contact you,
- your expectations are unreasonable,
- you do not cooperate with us or follow this agreement, or
- there is another good reason.

- ④ **You agree to do the following:**

- tell us if your address, phone number or income changes,
- provide us with information or documents needed for your case,
- tell us if you get a notice or new information regarding your case,
- tell us everything you would like to accomplish with your case,
- keep appointments and attend court hearings,
- call us if you have a problem or no longer need help, and
- be kind and courteous to your assigned advocates.

- ⑤ **You have the right to:**
- make decisions in your case,
 - make a complaint if we do not accept your case,
 - make a complaint if you do not like the way we handle your case,
 - cancel this agreement and close your case with ULS at any time, and
 - agree or not agree to a settlement.

ULS will not agree to a settlement without first getting your approval.

- ⑥ **No charge for legal services.** Utah Legal Services will not charge you for our help. However, ULS may seek attorney fees from the opposing party. If a judge orders the opposing party to pay attorneys' fees, those fees belong to ULS; they will not be deducted from your award.
- ⑦ **Payment of expenses/costs.** You must pay for all expenses involved in this case such as court filing costs, service costs, publication costs, witness costs, etc. If you cannot afford to pay these costs, you may be able to get some of the costs waived by the court. If ULS or your attorney decides to pay these costs for you, you may have to pay them back or they can be reimbursed from your award.
- ⑧ **Confidentiality.** All information you give to ULS is confidential. ULS may release some of your information to its funding sources for statistical purposes without identifying you individually.
- ⑨ **If you have a complaint, tell us.** ULS will treat you with respect and dignity. If your case is accepted, we will provide you with competent legal representation, keep you informed about the status of your case, and explain your rights and remedies fully. If you are unhappy with our services, you have the right to file a complaint. You can make a complaint by calling ULS at **801) 328-8891** or **1-800-662-4245**.

Client sign here: ▶ _____ Date: _____

ULS sign here: ▶ _____ Date: _____

Keep a copy of this agreement for yourself.

If you did not receive a copy, ask ULS to send a copy to you.

Ogden
298 24th St., #110
84401
801-394-9431
Fax: 801-827-0420

Salt Lake City
205 N. 400 W.
84103
801-328-8891
Fax: 801-328-8898

Provo
455 N. University #100
84601
801-374-6766
Fax: 801-655-5350

St. George
229 E. St. George Blvd. #103
84770
435-628-1604
Fax: 435-986-7163



Toll Free (outside of Salt Lake County): 1-800-662-4245