



HOMELESS ADVOCACY PROJECT

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HAP BIRTH CERTIFICATE REPRESENTATION AGREEMENT

_____, ("Client"), retains _____, a Homeless Advocacy Project (HAP) volunteer attorney/paralegal/law student ("Advocate"), to represent Client as his/her legal representative to obtain a Birth Certificate(s). Client authorizes Advocate to represent him or her as a HAP volunteer when making inquiries. Client also authorizes Advocate to obtain any information or documents necessary for Advocate's representation of Client. Client agrees that HAP may re-assign Client's case to a different HAP volunteer or to a HAP staff attorney.

A. CLIENT'S DUTIES:

1. To provide Advocate with information that is true and complete to the best of Client's knowledge.
2. To inform Advocate of any change in Client's address or phone number.
3. To inform Advocate of any change in Client's income or assets.
4. To keep appointments with Advocate or to call Advocate in advance to cancel an appointment.

B. ADVOCATE'S DUTIES:

1. To provide legal services and representation for Client in this case **free of charge**.
2. To keep Client reasonably informed about the status of his or her case.
3. To comply with Client's reasonable requests for information.
4. To consult with Client before any significant decision is made on Client's behalf, and to give Client sufficient information to make an informed decision.
5. To keep all communications between Advocate and Client confidential. However, Client agrees that Advocate may discuss certain facts of Client's case with other people only to the extent it is necessary to represent Client in this case.
6. Not to offer or give any money, gifts, or loans to Client.

C. TERMINATION OF REPRESENTATION:

1. Advocate may stop representing Client under the following circumstances:
 - (a) Advocate has completed the services he or she has agreed to provide;
 - (b) Further representation would be useless, unreasonable, or would not help to achieve Client's objectives;
 - (c) Client is no longer financially eligible for services;
 - (d) Advocate is unable to contact Client despite reasonable efforts; or
 - (e) Client does not cooperate with Advocate.
 - (f) Advocate has a prohibited conflict of interest which cannot be waived or otherwise cured.
2. Client is free to stop Advocate from representing him or her for any reason.

D. FILE MAINTENANCE: Your birth record file will be destroyed 3 years after your case is closed.

Signature of Client

Signature of Volunteer Advocate

DATE: _____

Signature of HAP Staff Attorney