



Galveston-Houston Immigrant Representation Project

Immigrant Children and Youth Program
Pro Bono Referral Agreement

By my signature on this Agreement, I indicate that I fully understand and consent to the following conditions and accept this pro bono referral from the Galveston-Houston Immigrant Representation Project (GHIRP) of the following prospective client:

Client Name: \_\_\_\_\_

Client A#: \_\_\_\_\_

1.0 Services: Beginning on the below entered date, and remaining in effect for the duration of this Agreement, I agree to represent the above-referenced client in the following case type(s) and venue(s):

Case Type(s): \_\_\_\_\_

Venue(s): \_\_\_\_\_

2.0 Communication: I agree to keep GHIRP informed about the progress and needs throughout the case.

2.1 Regular Check-ins: I will check in with the GHIRP on the current status of the case at least once every sixty (60) days and promptly inform them of significant developments, including but not limited to:

2.1.1 All important dates set by USCIS or the Immigration Court, including appointment dates and filing deadlines;

2.1.2 Any difficulties contacting the client, sponsor, interpreter, caseworker, or other involved parties;

2.1.3 Any changes in mine or the client's contact information, including phone number, residence address, mailing address, and email address;

2.1.4 Any changes to my schedule and/or circumstances that could adversely affect my availability, including any prolonged absences or period of unavailability that I anticipate during my representation of the client; and

2.1.5 If I must withdraw from the case at any time, I will contact GHIRP immediately.

2.2 Materials: I will provide copies of all documents filed as well as materials received, including but not limited to:

2.2.1 Copies of all applications and supplementary materials filed on the client's behalf; and

2.2.2 Copies of all correspondence, including but not limited to all notices, filings, motions, and decisions from the USCIS and the Immigration Court.



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2.3 **Support:** I understand that GHIRP staff and mentoring attorneys will be available to address any questions or requests for technical assistance that I may have. I agree to contact GHIRP as needed to request such assistance.

2.4 **Data Reporting:** I understand that I will be required to provide GHIRP information regarding individual services provided and summary details on a monthly basis, which may include but is not limited to: hearings, including Master Calendar Hearings; substantive motions and filings; and outcomes of motions and applications filed. I will provide this information no later than the third (3<sup>rd</sup>) business day of the month. I further agree to respond to all reasonable requests for information from GHIRP promptly and within ten (10) business days.

3.0 **Volunteer Attorney Representations and Warranties:** Beginning on the below entered date, and remaining in effect for the duration of this Agreement, I make the following representations and warranties:

3.1 That I am fully authorized and empowered to enter into this Agreement, and that my performance of the obligations under this Agreement will not violate any agreement between me and any other person, firm, or organization, or any applicable law or governmental regulation.

3.2 That I am registered as a member in good standing of a state bar or relevant certification entity.

4.0 **Compensation:** I agree to provide my time and services (and/or the time and services of staff working under my supervision) on a *pro bono* basis. I will not request or accept remuneration (including costs incurred).

5.0 **Malpractice Insurance:** I understand that all GHIRP-sanctioned work that I perform in this case will be covered by GHIRP’s malpractice insurance. I agree to notify GHIRP immediately if I suspect I have committed a wrongful act, which may result in a claim or suit against me.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Law Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN TO GHIRP

6001 Savoy Dr., Ste. 400, Houston, TX 77036 | Email: ICY@GHIRP.org