

**Maryland Volunteer Lawyers Service
Representation Agreement**

This Agreement for Tax Representation services is between _____, a volunteer tax representative with the Maryland Volunteer Lawyers Service, Inc., hereinafter referred to as the Tax Representative, and _____, hereinafter referred to as the Client.

I, _____, the Client, hereby authorize the Tax Representative to represent me in the following matter: _____ and to obtain any information or documents necessary for such representation.

I understand that this agreement does not require the Tax Representative to represent me in an appeal from the decision of the trial court or administrative hearing or in any other matter not specified in this Agreement.

Client's Rights

I have the right to be kept informed about any important developments in my case and to be consulted before the Tax Representative makes any important decision on my behalf. I also have the right to receive enough information to make an informed decision; to be consulted; and to agree to any settlement before my Tax Representative settles the case.

Client's Responsibilities

I will inform the Tax Representative and Maryland Volunteer Lawyers Service about any change in my address, my telephone number or my financial status.

I will cooperate with the Tax Representative in the preparation and presentation of the case by always telling the truth and taking into consideration my Tax Representative's reasonable advice in making decisions about the case. I will keep all appointments with the Tax Representative in a timely fashion or notify the Tax Representative in advance if I am unable to keep an appointment. I will appear at my hearings and court appearances.

I will avoid communication with opposing parties or opposing counsel unless my Tax Representative tells me that I can communicate with them.

Tax Representative Obligations

The Tax Representative will keep me informed of the progress of my case and will consult with me before making any significant decision on my behalf.

The Tax Representative will keep all the information regarding my case confidential, except the Tax Representative may discuss the case with other Tax Representatives and professionals whenever the Tax Representative determines it is necessary to obtain information to help handle the case. My Tax Representative will keep in strict confidence anything I tell my Tax Representative and any discussion my Tax Representative may have with other Tax Representatives or professionals about the case.

To the extent, if at all, that the Tax Representative-client privilege would prohibit my Tax Representative from talking to the Maryland Volunteer Lawyers Service about my case, I specifically waive the privilege to that extent and hereby authorize my Tax Representative to discuss my case with Maryland Volunteer Lawyers Service.

Tax Representative Fees

The Tax Representative will represent me in the above matter without charging Tax Representative's fees so long as I remain eligible to receive free tax representation services under the Maryland Volunteer Lawyers Service's eligibility guidelines.

