



MARYLAND VOLUNTEER LAWYERS SERVICE

Client Responsibilities

- Promptly send any requested information to your attorney.
- Be respectful of your attorney’s time. Call or email your attorney only when necessary.
- Be prepared. Make a list of your questions or concerns and bring them to your meeting so that you can discuss them.
- Tell your attorney about your case. Be honest. Even "bad" facts are important. Your attorney cannot help you unless they have all the facts.
- Keep all appointments with your attorney and be **on time**. If you are unable to keep your appointment, call the attorney's office immediately to reschedule. **If you do not notify your attorney’s office, your attorney may send your case back to MVLS and MVLS will close your case. If this happens, you will not be eligible for future legal services.**
- Be sure to tell your attorney and MVLS if you decide not to pursue your case. If you do not let both know, **you will not be eligible for future legal services from MVLS.**
- Always keep MVLS and your attorney updated with your current address and phone number. We must be able to reach you.
- Tell MVLS and your attorney if your household income changes.
- Arrive to all court proceedings at least 30 minutes before the scheduled hearing time to accommodate security lines or other delays.
- You must pay all court filing fees and any out of pocket expenses that are not waivable by the court.

Client Name

Attorney Name

Client Signature

Reviewed On (Date)

Attorney – this form may be kept with your client file or returned to the MVLS office.