

**Memorandum of Understanding between  
the Safe Passage Project and Pro Bono Attorney**

Thank you for volunteering to represent a child with the Safe Passage Project (hereinafter “Safe Passage” or “the organization”). We are grateful that you have accepted a *pro bono* assignment on behalf of an immigrant child in need, and we look forward to supporting you throughout the case. We ask that you review and sign this Memorandum of Understanding, that outlines your responsibilities and reflects our shared commitment to our young clients.

**Pro Bono Attorney Commitment**

As a Safe Passage *pro bono* attorney, you commit to:

- Treat your client with professionalism and respect.
- Regularly communicate with your client and keep him/her informed of all important developments in his/her case.
- Keep Safe Passage informed of the status of the client’s case by informing the organization of the filing of applications and petitions, hearings before immigration and family court, interviews before the asylum office and USCIS, as well termination of the case, and informing the organization of all other important developments in the case.
- Represent your client from commencement to completion of the client’s case, as defined in the retainer agreement. Please note that withdrawal from representation is only permitted in certain exceptional circumstances, such as the emergence of a conflict of interest or client misconduct. Safe Passage is unable to absorb *pro bono* cases in-house. Additionally, after submitting a Notice to Appear in Immigration Court, withdrawal from a case can only be done with the Immigration Court’s consent. Finally, withdrawal from representation is governed by New York Lawyer’s Code of Professional Responsibility and by the New York Rules of Professional Conduct. In the event that you leave your firm, kindly advise Safe Passage so the parties can discuss next steps.
- Contact Safe Passage immediately if your client is arrested, detained, or if he/she is planning to travel abroad or has left the United States.
- Contact Safe Passage if your client seeks assistance regarding other legal matters. Your and Safe Passage’s involvement in the client’s case is limited to the matter specified in the retainer agreement you and the client sign. Safe Passage is unable to provide technical support on other legal matters beyond the scope of the retainer. If, however, a client becomes concurrently eligible for another form of relief, contact and notify Safe Passage.
- Contact Safe Passage before speaking with the media, members of government, or public officials about the case.

And, Safe Passage recommends you:

- Sign a retainer agreement or engagement letter with your client, which memorializes the scope of your representation and specifically lays out the parameters of your work for the client.



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New York, NY 10013  
(212)-324-6558  
www.safepassageproject.org

- Arrange interpretation/ translation services if necessary. Safe Passage has a limited number of volunteer interpreters available if your firm cannot provide a translator.

Safe Passage's Commitment to *Pro Bono* Attorneys

Attorneys who accept a Safe Passage case for *pro bono* representation can expect that the organization will provide the support and assistance necessary to capably represent Safe Passage clients. In addition, Safe Passage agrees to provide its *pro bono* attorneys with:

- Relevant trainings and training materials in family and immigration law.
- Mentorship throughout the duration of the case regarding immigration and family law, practice and procedure; sample applications, motions and pleadings; documentation; and other case resources.
- Consultations with experienced Safe Passage practitioners regarding case-related questions, theories, and strategies.

\_\_\_\_\_  
Safe Passage Project Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Pro bono* Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Law Firm

\_\_\_\_\_  
Date of Admission to Bar

\_\_\_\_\_  
State of Admission

Have you had any legal malpractice or legal disciplinary complaints filed against you? If yes, please explain the circumstances regarding the complaint and the outcome of any disciplinary action taken:

\_\_\_\_\_

Please complete this Memorandum of Understanding and return it to Safe Passage Mentor Attorney,  
\_\_\_\_\_.