



*Working to ensure all immigrants are treated with fairness,
dignity and respect for their human and civil rights.*

www.caircoalition.org

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PRO BONO RETAINER AGREEMENT

This is an agreement between me, {NAME}, and the Capital Area Immigrants' Rights ("CAIR") Coalition for pro bono legal representation and services.

SCOPE OF REPRESENTATION:

CAIR Coalition agrees to represent me without charge before the Arlington, VA/Baltimore, MD Immigration Courts in my motion for release on bond/own recognizance and in my request for discretionary release or parole before Immigration and Customs Enforcement (ICE). CAIR Coalition's representation will end with either: (1) a decision by Immigration and Customs Enforcement to release me on bond or parole independent of the Immigration Court; or (2) the Immigration Judge's decision on my motion for release on bond/own recognizance.

I understand that CAIR Coalition's representation DOES NOT extend to any appeals whatsoever of the Immigration Judge's decision on my motion for release on bond or any other type of appeal, motion to reopen, or any motion to reconsider. I also understand that CAIR Coalition's representation is LIMITED to a motion for release on bond/own recognizance before the Arlington, VA /Baltimore, MD Immigration Courts and a request for discretionary release or parole to ICE and does not include representation in any other forum or for any other reason. I understand that CAIR Coalition's representation DOES NOT extend to representation on the merits of my case, meaning any application for any permanent relief from deportation, such as any application for asylum, cancellation of removal, etc.

With these understandings, I, {NAME}, hereby authorize CAIR Coalition to represent me in my motion for release on bond/recognizance or discretionary release or parole and to obtain any information or documents necessary for such representation.

CAIR COALITION'S RESPONSIBILITIES:

CAIR Coalition's responsibilities include—

1. Informing me of any important developments in my case;
2. Consulting with me before making any significant decisions on my behalf;
3. Timely filing motions, briefs, and evidence with the Arlington, VA/Baltimore, MD Immigration Courts; and
4. Appearing on my behalf at any hearings relating to my motion for release on bond or parole that may be scheduled in the Arlington, VA/Baltimore, MD Immigration Courts.

MY RESPONSIBILITIES:

My responsibilities in fulfilling this agreement with CAIR Coalition include—

1. Being truthful in my communications with CAIR Coalition;
2. Informing CAIR Coalition about any correspondence I receive from the Immigration Court, Immigration and Customs Enforcement, or from any other immigration agencies in connection with my case;
3. Doing all the research and making all possible efforts toward getting any documentation as deemed necessary for my case or as asked for by CAIR Coalition; and
4. Attending ALL hearings, interviews, or other appointments that may be scheduled for these removal proceedings.

TERMINATION OF REPRESENTATION:

1. I understand that I am free to terminate this agreement with CAIR Coalition at any time (subject to court approval, if required) and for any reason.
2. If I wish to terminate this agreement, I will immediately send a letter with my signature clearly stating my desire that CAIR Coalition withdraw from representation. I will send this letter to CAIR Coalition at 1612 K Street NW, Suite 204, Washington, DC 20006.
3. I understand that CAIR Coalition may stop representing me if:
 - a. I fail to attend a hearing, interview, or appointment regarding my removal proceedings;
 - b. I am not truthful in my communications with CAIR Coalition; or
 - c. I fail to fulfill my responsibilities as set forth above.

I understand the content of this agreement and agree to comply with its terms and conditions.

{NAME}
Client

Date

{ATTORNEY NAME}
CAIR Coalition

Date