

THE HELP CENTER

Acceptance of Terms and Conditions of Service

The Help Center (The Center) provides free, limited assistance to people who are representing themselves in civil matters in Hamilton County Municipal Court to help them better represent themselves.

The Center is not intended to replace the advice of a lawyer you might otherwise hire. You should consider the costs and benefits of hiring a lawyer to represent you before deciding to represent yourself.

The Center is staffed by:

- Full-time Executive Director – who is a licensed attorney
- Licensed attorneys – who volunteer on a rotating basis
- Law Students – who are trained to provide information and prepare certain documents under the supervision of a licensed attorney, but **CANNOT** give any legal advice
- Non-lawyer staff – who provide clerical, non- legal support, but **CANNOT** give any legal advice

The Center lawyers and law students:

- Provide you with basic information about court procedures
- Help you complete court forms

The Center lawyers :

- Will only provide limited legal advice about civil matters, such as process, court procedures, and completing documents in your case
- Will only provide assistance during your visit to The Center
- Will only consider the information you give them
- Will not be able to give you comprehensive legal advice
- Will not be able to conduct comprehensive legal research on your matter
- Will not be able to perform any independent or comprehensive investigation of your matter
- May conclude that, given your situation, she/he advises you to seek more extensive legal advice from another lawyer

The Center **WILL NOT:**

- Represent you in court
- Be responsible for taking any action for you
- Have any involvement in assisting you after your visit to The Center
- Retain any of your documents or records, whether in electronic format or in hard copy

Conflicts of Interest:

Happen when a lawyer at The Center may have helped another party involved in your case who has interests that are against your interests.

- If you are aware that a lawyer with The Center has already helped someone else involved in your case, **you must tell The Center.**

- If any lawyer at The Center is aware of a conflict of interest because of assisting someone else involved in your case or another reason known by that lawyer, that lawyer will NOT be able to help you in any way.
- Volunteer lawyers with The Center are not required to systematically check conflicts of interest with their law firms, due to the limited nature of consultations at The Center.

By signing below, I understand and agree to all of the following:

- That law students and any other non-lawyer staff at The Center are not able to give me legal advice.
- That I will only be provided limited legal advice about process, procedures and the completion of appropriate documents related to my case.
- That the representation I am getting is limited only to legal advice and information while I am at The Center.
- That any legal advice I receive during my visit to The Center will only take into consideration the information that I give the lawyer assisting me.
- That no lawyer at The Center can give me comprehensive legal advice, conduct comprehensive legal research regarding my matter, or perform any independent or comprehensive investigation of my matter.
- That no one from The Center will represent me in court, that I am only getting legal advice or information while I am at The Center, that obtaining information and assistance while at The Center does not result in any ongoing attorney-client relationship or obligation once I leave The Center, and that I will not state otherwise.
- That any lawyer permitted to give me legal advice at The Center is not my lawyer for any other purpose and will not give me help beyond the limited legal advice provided to me at The Center.
- That I will disclose to the Center if I know that the Center has helped another party involved in my case. I understand that any lawyer at the Center who knows he or she has a conflict of interest will not be able to help me with my legal matter.
- This document has two sides. I have had enough time to review this document and to ask any questions. If I cannot read, I acknowledge that someone has read this document to me.
- I have reviewed and accept all of the above Terms and Conditions of Service.

Signature

Date

Print Name