

Legal Information Program

Limited Scope Agreement

The Legal Information Program, a project sponsored by the Jacksonville, Orlando, and Tampa chapters of the Federal Bar Association, provides limited legal information to people proceeding in federal court without a lawyer. The program is staffed by lawyers from Jacksonville Area Legal Aid, Community Legal Services of Mid Florida, and Bay Area Legal Services.

Scope of Services

If you are proceeding in federal court without a lawyer (either as the plaintiff or the defendant), you may meet face-to-face with a licensed lawyer for limited legal information during program hours. The lawyers do not, cannot, and will not represent you. No matter how many times you use the program, you will continue to represent yourself and continue to make your own decisions about your case.

Here's what the lawyers may do:

- ✓ Provide information about federal court procedures
- ✓ Provide information about law applied to the facts
- ✓ Provide information about where a case should be filed
- ✓ Provide information about orders or other paperwork
- ✓ Provide information about preparing pleadings
- ✓ Provide information about preparing motions
- ✓ Provide information about discovery practices
- ✓ Provide information about mediation and settlement
- ✓ Provide guidance on where to access legal information
- ✓ Provide information about courtroom attire and decorum
- ✓ Provide referrals to other services, if appropriate

Here's what the lawyers may not do:

- ✗ Not provide help with a criminal matter
- ✗ Not provide help with an immigration matter
- ✗ Not provide help with a bankruptcy matter
- ✗ Not provide help with a state-court matter
- ✗ Not provide help with a habeas or appellate matter
- ✗ Not provide help with investigating the facts
- ✗ Not provide help by computer or, in most instances, by telephone
- ✗ Not provide research or write documents
- ✗ Not provide help with negotiating with the other side
- ✗ Not provide any appearance on someone's behalf
- ✗ Not pay costs or fees incurred by a party
- ✗ Not provide help obtaining appointed counsel or serve as counsel
- ✗ Not provide help if the lawyer already helped the opponent
- ✗ Not provide help if it would violate Florida Bar rules
- ✗ Not provide help to someone found to be vexatious
- ✗ Not provide help to someone who overuses the program

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Duration of Legal Help

This agreement to help you ends when your appointment is over. The lawyer will not help you after the appointment. You remain your own legal representative. Each time you seek help through the program, you must sign a new agreement. The program resources are limited, so if your claim is deemed without merit or frivolous, or you are deemed to overuse the program, you cannot continue to use it.

Cooperation

To be the most helpful he or she can be, the lawyer needs your full and complete cooperation. You agree to answer any question truthfully, completely, and to the best of your knowledge. The lawyer's services are limited by the information you provide. If you do not cooperate fully and truthfully, you may not use the program.

Attorney's Fees & Costs

Filing or defending a case costs money. The program will pay no fees or costs associated with your case. You are responsible for all fees and costs. The lawyer may provide information about how to request a waiver of court filing fees. The lawyer will not charge you an attorney's fee.

Declining to Help

The program provides limited help on a one-time or occasional basis. It is a privilege, not a right. The lawyer may decline to help for any reason. Reasons may include your legal problem is beyond program services, the program has helped your opponent, your visits have become too frequent or take up more time than is fair to others, the lawyer believes he or she has already helped you as much as possible, or the lawyer's help would violate the Florida Rules of Professional Conduct.

Confidentiality

Subject to the limits of the Florida Rules of Professional Conduct, the lawyer you meet with will keep personal information you provide confidential. You must give your informed consent for them to disclose that information. The lawyer may disclose to the Court you used the program but not what you discussed during your visit.

If you agree to the limited help as described in this agreement, print and sign your name below. The lawyer you meet with will also sign below.

Name: _____
Date: _____
Phone: _____
First Time Program User? _____
Signature: _____

Lawyer: _____
Date: _____
Case No. (if any): _____
Signature: _____

We would like to make this program the best it can be. Would you be willing to be contacted at a later date to tell us about your experience with it and give feedback on how it can be improved? **YES** ☐ **NO** ☐