

**BRONX CLARO PROJECT
LIMITED SCOPE LEGAL SERVICES
ACKNOWLEDGMENT AND UNDERSTANDING**

Welcome to the Civil Legal Advice and Resource Office. This project is sponsored by the Bronx County Bar Association, the New York City Bar, the Feerick Center for Social Justice at Fordham Law School, Legal Services NYC – Bronx, and the NYU Law School Debtors’ Rights Project (collectively, the “Sponsors”).

This is an **Acknowledgment** between the Sponsors and you. It contains the basic terms of this project to provide you with limited legal advice and assistance so that you can better represent yourself in your case.

Volunteer Advocates: The Advocates who volunteer for this program are selected by the Sponsors, not by the Civil Court. They are not court employees.

Scope of Legal Advice: At this time, you are representing yourself in your case. Neither the Sponsors nor the Volunteer Advocates are representing you in any capacity. What we will do is provide you with legal advice based on the information that you give to us.

Duration of Legal Help: This arrangement to advise you will begin right now and will end at the completion of our meeting today. Unless agreed to in writing, we will not help you in any capacity after the completion of today’s appointment and will assume no liability regarding the outcome of your case.

Attorney’s Fee and Costs: There is no cost for our meeting.

Referrals & Follow-Up: Should Bronx CLARO refer your case to a legal services provider, you acknowledge that the Sponsors may pass along any documents pertaining to your case then in possession of Bronx CLARO, including this acknowledgement and your intake form. You also acknowledge that Bronx CLARO may contact you in the future to learn about the status of your case.

Database: The CLARO Programs in New York City store visitor information in a shared database. All CLARO visitor information is kept confidential. CLARO partners use statistics from visitors’ demographic information to improve services and to assist with advocacy efforts.

Declining to Advise: We may decline to advise you:

1. if we have a conflict of interest – for example, if we have already advised or provided representation to the opposing party in your case, we have a legal conflict of interest and cannot provide you with any legal advice;
2. if your legal problems are too complicated and beyond the scope of this project; or
3. for any other reason set forth in the New York Rules of Professional Conduct.

Your Name (please print)

Your Signature

Today’s Date

BRONX CLARO CONFIDENTIALITY ACKNOWLEDGMENT

I wish to volunteer to provide legal services through the Civil Legal Advice and Resource Office program ("CLARO") administered by the Bronx County Bar Association, the New York City Bar, the Feerick Center for Social Justice at Fordham Law School, Legal Services NYC – Bronx, and the NYU Law School Debtors' Rights Project ("Sponsors). In consideration of the opportunity to participate, I acknowledge and agree as follows:

- 1. Confidential Information:** I understand that I will have access to confidential information (whether or not expressly identified as confidential) concerning (A) CLARO clients and their legal matters, (B) CLARO's business and operations, and (C) other related persons and subject matter ("Confidential Information"). Confidential Information includes (D) all CLARO databases and computer systems containing client records or other CLARO information ("Systems") and (E) passwords and other log-in details for those Systems ("Passwords").
- 2. Confidentiality:** I will hold all Confidential Information in strict confidence. I may use and disclose Confidential Information solely as necessary for the performance of CLARO services in accordance with Sponsors' directions. I will at all times use appropriate care and caution (based on the type of Confidential Information involved) to prevent any unintended disclosure.
- 3. Systems and Passwords:** As part of my confidentiality obligations, (A) I will not disclose any Passwords I receive to anyone, including other CLARO volunteers or personnel; (B) I will not do anything else to allow access to the Systems by anyone, including other CLARO volunteers or personnel; and (C) I will not introduce into the Systems any software code or other material (including any virus, spyware, backdoor, or password logger) or any other action that could damage, disrupt, or permit unauthorized access to the Systems.

Exception: If I am a Sponsor-approved program coordinator, there is a sole exception to 3(A) and 3(B) above: In accordance with Sponsor directions, I will be responsible for giving volunteers data-entry access to certain Systems at CLARO service sites. In that case, I will give volunteers access on the most limited basis necessary to the use. I will not at any time give others any special, coordinator-level access that I have.

- 4. Notification of Breach:** I will notify Sponsors immediately if I learn of any apparent unauthorized disclosure or use of Confidential Information, and any apparent breach of the security or access restrictions of CLARO Systems, and I will take all reasonable steps identified by Sponsor to remedy that situation.
- 5. Professional Obligations:** Nothing in this Agreement limits my professional obligations to protect client confidences under the New York Rules of Professional Conduct. I will comply fully with those rules in all of my conduct related to CLARO.
- 6. General:** This Acknowledgment is governed by New York law. Any claims or actions related to it may be brought only in courts located in New York City, and I irrevocably submit to those courts' jurisdiction.

Print Name: _____

Signature: _____

Address: _____

Date: _____