

AGREEMENT CONTRACT

THIS AGREEMENT made as of the _____ day of _____, 20_____.

BETWEEN: JUSTICE AND ACCOUNTABILITY CENTER OF LOUISIANA (the "JAC") a non-profit corporation incorporated under the laws of the State of Louisiana, and having its principal place of business at **4035 WASHINGTON AVENUE, SUITE 203, NEW ORLEANS, LOUISIANA 70125;**

AND:

_____ law firm (the "Firm"), a firm organized and existing under the laws of Louisiana, with its head office located at _____, LOUISIANA.

IN CONSIDERATION of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree that any prior agreement is hereby revoked and all future collaborations are to operate as follows:

TERMS AND CONDITIONS OF THE CONTRACT:

Both parties agree to:

1. Engage Participants of the Re-Entry Legal Collaborative Program
 - A. JAC shall engage organizations or programs through this signed agreement that outlines the relationship between the participating program or organization and JAC’s Legal Collaborative.
 - B. JAC shall conduct an initial meeting (“intake”) with participants of the Legal Collaborative. Intake will reveal the scope of services available to the participants.
 - C. JAC shall monitor the progress of all matters and distribute matter updates/information to all parties as needed and permissible by law.
 - D. JAC shall execute an Agreement for Representation with each participant.
 - E. JAC shall request the legal services of with the firm(s) on limited scope matters at which time the firm(s) may accept or reject the legal matters presented.
 - F. JAC shall provide a written performance appraisal of Firm at least once per year at which time all aspects of the assessment can be fully discussed.

- G. JAC shall hold malpractice insurance that covers all pro bono attorneys who have executed an Agreement with JAC to provide legal services.
 - H. JAC shall offer, hold, or request Continuing Legal Education classes or credits to all attorneys at cost or for free.
2. Provide Legal Services to Participants in the Legal Collaborative as provided by law
- A. Firms shall designate one (1) attorney to handle any matter. A Firm may have several attorneys handling several different matters. JAC will communicate with one (1) attorney per matter only.
 - B. Firm attorneys shall be in good standing with the Louisiana Supreme Court.
 - C. Firms shall make all legal decisions for any matter it handles on behalf of a participant.
 - D. Firms shall conduct a conflict check prior to acceptance of any matter.
 - E. Firms shall hold malpractice insurance.
 - F. Firms shall be in good standing with the Secretary of State of Louisiana.
 - G. Firms shall provide a written performance appraisal of JAC at least once per year and at which time all aspects of the assessment can be fully discussed.
 - H. The Firm may be requested to perform the following duties and undertake the following responsibilities in a professional manner.
 - 1. Attend collaborative meetings as needed, but not to exceed one (1) meeting per month.
 - 2. Meet with participants of program as needed or as requested by participants.
 - 3. Communicate with the JAC when and if participant legal matters cannot be handled timely.
 - 4. Close legal matters in a manner that comports with the rules and responsibilities required in maintaining a law license under the Louisiana Supreme Court.

The contract shall be terminated under the following protocol:

- 1. The Firm may at any time terminate this agreement by giving not less than two weeks written notice to the JAC.
- 2. The JAC may terminate this Agreement at any time, without notice or payment in lieu of notice, for sufficient cause.
- 3. The Firm agrees to return any property of JAC at the time of termination.
- 4. Any termination of this agreement shall not conflict with the Rule 1.16 of the Louisiana Rules Professional Conduct.

ENTIRE AGREEMENT

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings and shall be amended or modified only by written instrument signed by both of the parties hereto.

Signed and certified by:

Authorized Party of the _____ Firm:

PRINT NAME

TITLE

SIGNATURE

DATE

Signed and certified by authorized JAC Representative:

PRINT NAME

TITLE

SIGNATURE

DATE

RE-ENTRY COURT ATTORNEY/FIRM PROGRAM EVALUATION FORM

JAC would like to get your feedback on the Re-Entry Court program. The purpose of this form is to provide program directors with your ideas on how to make the program stronger. This assessment is required for all attorneys and firms and JAC participating in the program

Please return this form by December 31 to:

**JAC Louisiana
4035 Washington Avenue, Suite 203
New Orleans, Louisiana 70119**

YOUR **NAME:** _____ **DATE:** _____

1. How many participants did you have in 2016?

1 2 3 4 5 6 or more

2. How many matters did you handle in 2016?

1 2 3 4 5 6 or more

3. Did you attend the advocacy and feedback meetings? Yes No

How could these meetings be more effective?

4. What was the overall quality of communication between you, clients, and JAC?

Excellent Good Fair Poor

How could communication be more effective?

Please tell us more about your experience with the Re-Entry Court Legal Collaborative
(Please continue on the back and use additional sheets if necessary.)

Please initial next to each sentence. By initialing, you verify that you understand and agree with each statement.

_____ I verify that everything in the above statement is true to the best of my knowledge.

_____ I understand that JAC may use the information above in policy, advocacy and non-profit purposes.

_____ I understand that my name and any other personally identifying information will **NOT** be used in any publication whatsoever.

Signed and certified by Attorney:

PRINT NAME

SIGNATURE

DATE