**RESPONSIBILITIES OF PRO BONO ATTORNEYS FOR SCP**

Agreement by an attorney to represent an SCP client on a *pro bono* basis constitutes an agreement to assume the following responsibilities:

- Prior to commencing representation, fully review Your Role as a Pro Bono Attorney (attached), the SCP Pro Bono Manual, and any other training materials provided to you by SCP. Submit a signed copy of the SCP Pro Bono Attorney Agreement (attached) to SCP staff.

- Keep a timesheet and apprise SCP at the end of the case how much time you volunteered. You may also apply for some CLE credits for your volunteer work on the case.

- At the appropriate stages of representation, notify the client, prosecutor and Clemency and Pardons Board that you are the attorney representing the client.

- Assume all responsibilities and requirements normally applying to an attorney of record in any judicial or administrative proceeding including gathering and reviewing all necessary information about the client, consulting with SCP on the client's case, filing a petition for clemency or pardon on the client's behalf (if, in consultation with SCP, client is deemed to be a candidate for clemency or pardon), diligently communicating with the client about his or her case, zealously advocating for the client, attending all meetings and hearings connected with the case and complying fully with the Rules of Professional Conduct.

- Cover all costs associated with the representation of the client. This includes the cost of obtaining records, travel expenses, etc. SCP does not expect or require SCP *pro bono* attorneys to procure expert witnesses or opinions, but if the SCP *pro bono* attorney elects to engage an expert, the *pro bono* attorney is responsible for such costs unless the client or the client’s family has sufficient means and has agreed in advance to pay for the expert’s services. SCP is not responsible for any costs incurred in the course of your representation.

- Meet with the client as many times as necessary for adequate representation and set up ways to regularly communicate with the client between meetings.

- Gather information about client's case and, if appropriate, file a petition on client's behalf in a timely manner. It is the goal of SCP that a petition for clemency or pardon be filed within approximately a year of taking on the client's case.

- If you and SCP determine that your client is not a good candidate for clemency or pardon or is not in the best possible position for his or her petition to be considered, notify the client in writing of the decision not to file a petition for the client at this time and explain the reason for the decision.

- Keep client informed of all developments in his or her case, including hearing dates.

- With client's authorization, reach out to client's family, friends and support system for letters to attach to the petition and for attendance at his or her hearing.

- Notify client and SCP if you need to withdraw from the representation and indicate who will be assuming responsibility for finishing the representation.

- Keep SCP apprised of the results in your case: results of the hearing, the Governor's decision and the release plan and timeline for your client.