



**LEGAL INTERN AND VOLUNTEER ATTORNEY PROGRAM
AND CONFIDENTIALITY AGREEMENT**

I, _____ of _____
(address)

agree that participation in the Internship and Volunteer Attorney Program (“the Program”) of Plata Schott Attorneys & Counselors at Law (“the Firm”) shall be strictly governed by the following terms and conditions:

GENERAL ACKNOWLEDGEMENTS:

1. I acknowledge that I have been advised by the Firm that the Program shall only last for three months from the date of this agreement.
2. I acknowledge that I have been advised by the Firm that I am not entitled to or promised any type of employment at the conclusion of my time in the Program.
3. I acknowledge that I have been advised by the Firm that I will be not compensated in any way by the Firm for my volunteer work.
4. I acknowledge that I have been advised by the Firm that I may not work more than 20 hours each week.
5. I acknowledge that I have been advised by the Firm that I will be supervised by an attorney, and I will not displace any employee of the Firm. An attorney will be accessible to me via email or phone during scheduled business hours.
6. I acknowledge that I have been advised by the Firm that I will receive the benefit of education and training, and understand that the Firm’s operations may at time be impeded for this purpose.
7. I acknowledge that I have been advised by the Firm that I am expected to maintain a professional appearance and demeanor during my time with in the Program, in the office, in court and on social media.
8. I acknowledge that I have been advised by the Firm that I may be released from the Program at any time with written notice.
9. I acknowledge that I have been advised by the Firm that I may leave the program at any time with written notice.
10. I acknowledge that I have been advised by the Firm that I am expected to attend a weekly meeting with the supervising attorney.
11. I acknowledge that I have been advised by the Firm that I must have my own computer from which to work. I will not have an office, but I may use a work station in the common areas of the office or work from home.
12. I acknowledge that I have been advised by the Firm that I will set my own hours and am expected to keep the schedule that I set each week.



CONFIDENTIALITY AGREEMENT:

I acknowledge that I have been advised by the Firm that all information and documents that I may have knowledge of or access to through participation in the Program are strictly confidential.

I agree at all times to treat as confidential all information acquired through my participation in the Program, and not to disclose same except as authorized in the course of participation in the Program or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of the Firm. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, photograph, scan, email, distribute, or disseminate such information, except as authorized in the course of my volunteer work or by law.

I understand that this agreement includes:

- (a) never discussing the personality of a client, his or her file or any details thereof with anyone other than a member of the Firm directly concerned;
- (b) avoiding the use of names of clients in conversations with other clients, friends or relatives;
- (c) ensuring that disclosures of information are made only to persons entitled to that information;
- (d) ensuring that conversations relating to clients or other Firm business are not conducted in the elevator, in the reception area, or other public areas where conversations may be heard by other than Firm personnel; and

I understand and acknowledge that, as a participant in the Program, I am required to honor and be bound by the provisions of the *Rules Regulating The Florida Bar* in matters of confidentiality of information in the same manner as all the lawyers in the Firm, even after I have left the employment of the Firm.

- a) a lawyer shall hold in strict confidence all information concerning the business and affairs of the client acquired in the course of the professional relationship, regardless of the nature or source of the information or of the fact that others may share the knowledge, and shall not divulge any such information unless disclosure is expressly or impliedly authorized by the client, or is required by law or by a court.
- (b) a lawyer shall take all reasonable steps to ensure the privacy and safekeeping of a client's confidential information.



(c) a lawyer shall not disclose the facts of having been consulted or retained by a person unless the nature of the matter requires such disclosure.

(d) a lawyer shall preserve the client's secrets even after the termination of the services.

I understand that compliance with the confidentiality requirements of the Firm is a condition of my contract and that failure to comply with the policy may result in termination of my participation in the Program.

AGREEMENT TO BE BOUND:

I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my participation in the Program.

I have been advised that I have the right to seek independent legal advice prior to signing this agreement.

SIGNED this _____ day of _____, 20____.

Participant

Firm Partner