

SAMPLE RETAINER ADDENDUM

In this addendum, “Confidential Information” includes personal information about the client, the facts relating to the client’s legal issue, and legal advice.

Part One

I, _____, the client, (pick one) Do / Do Not

authorize _____, my lawyer, to verbally relay Confidential

Information to _____, my victim service worker at [ORGANIZATION]. My victim service worker at [ORGANIZATION] will form part of my legal and potential litigation team, and may attend meetings with me and my lawyer. The disclosure of Confidential Information to my victim service worker is necessary to ensure that I receive continuity of support and care.

I understand that my victim service worker at [ORGANIZATION] will, in turn, hold any Confidential Information given to them by me or my lawyer in strict confidence. I confirm that confidentiality between me and my victim service worker is critical to ensuring my safety, and to maintaining the integrity of our support relationship.

I **do not** authorize my lawyer to relay Confidential Information to my victim service worker at [ORGANIZATION] in writing.

I understand that this authorization gives my lawyer permission to discuss Confidential Information with my victim service worker at [ORGANIZATION].

Client’s Printed Name	Signature	Date

Part Two

I, _____, a victim service worker at [ORGANIZATION], agree to be part of the legal and potential litigation team of _____, a client of [ORGANIZATION].

As part of the client’s legal and potential litigation team, I understand that I may receive Confidential Information from the client or their lawyer.

I agree to hold any Confidential Information I receive from the client or their lawyer in strict confidence. I confirm that confidentiality is essential to the full and satisfactory maintenance of the relationship between myself and the client.

Victim Service Worker Name	Signature	Date