**Minnesota Legal Paraprofessional Program (LPP)
Written Agreement with Supervising Attorney**

## Overview

Supervised Practice Rule 12.02(c) requires a legal paraprofessional and supervising attorney to enter into a written agreement to participate in the Program. The Standing Committee offers this template sample, for Program participants to use. **Participants may also draft and submit their own written agreements.**

## Agreement Between Legal Paraprofessional and Supervising Attorney

This agreement is entered into by **\*click or tap here to enter text\*** (legal paraprofessional) and **\*click or tap here to enter text\*** (supervising attorney) as required by Supervised Practice Rule 12.02(c) Written Agreement with a Supervisory Attorney.

#### I. Purpose of the Agreement

The written agreement must state the scope and types of work the legal paraprofessional may undertake as part of the LPP. It must also outline the steps the supervising attorney will take to ensure the legal paraprofessional is serving the best interests of the client(s). Complete sections III and IV to specify your arrangement.

#### II. Duration of the Agreement

This agreement is valid **\*click or tap here to enter a date\*** [start date] through **\*click or tap here to enter a date\*** [end date].

This agreement will cease to be valid under any of the following circumstances:

1. Either the legal paraprofessional or the supervising attorney withdraws their participation in the LPP.
2. The Standing Committee removes either the legal paraprofessional or the supervising attorney from the LPP.
3. The parties agree to discontinue their association for purposes of the LPP.
4. Other:

**\*click or tap here to enter text\***

#### III. Scope and Types of Work

See Supervised Practice Rule 12.01 Scope of Work for information about what kind of legal services legal paraprofessionals are authorized to provide in the LPP. Complete this section by describing the specific services the legal paraprofessional will conduct while under the supervision of the supervising attorney.

**\*click or tap here to enter text\***

#### IV. Supervisory Plan and Activities

The Supervised Practice Rules require the supervising attorney to provide adequate supervision to the legal paraprofessional to safeguard the best interests of the clients. Set forth the specific terms and conditions of supervision in this section, for example check-in meetings, document review, and training.

**\*click or tap here to enter text\***

#### V. Malpractice Insurance Coverage

Describe how malpractice insurance coverage will be provided for the work conducted by the legal paraprofessional.

**\*click or tap here to enter text\***

#### VI. Other Terms

Include additional terms of this agreement as applicable to this work relationship.

**\*click or tap here to enter text\***

### Supervising Attorney Signature

**Date: \*click or tap here to enter a date\***

**Apply Signature:**

**\*click or tap here to enter text\***

*Typographical signatures are treated as a personal signature and shall be in the form /s/ Joan P. Smith*

**Print or Type Full Name:**

**\*click or tap here to enter text\***

### Legal Paraprofessional Signature

**Date: \*click or tap here to enter a date\***

**Apply Signature:**

**\*click or tap here to enter text\***

*Typographical signatures are treated as a personal signature and shall be in the form /s/ Joan P. Smith*

**Print or Type Full Name:**

**\*click or tap here to enter text\***