

**MEMORANDUM OF UNDERSTANDING
BETWEEN BLS LEGAL SERVICES, CORP. AND
NEW YORK CITY COMMISSION ON HUMAN RIGHTS**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), made as of March 31, 2016 between the New York City Commission on Human Rights (“Commission”), located at 100 Gold Street, New York, New York, 10038, and BLS Legal Services, Corp. (“BLS”), located at 250 Joralemon Street, Brooklyn, New York 11201.

WHEREAS, the purpose of this MOU is to outline the relationship between BLS and the Commission with respect to the provision of limited scope legal services to complainants who seek to file complaints with the Commission;

WHEREAS, BLS, a not-for-profit corporation, is the corporate entity under which the clinical programs of Brooklyn Law School engage in legal representation;

WHEREAS, BLS’s Employment Law Clinic represents low-income workers in a variety of employment related matters;

WHEREAS, BLS’s representation is undertaken by second and third year law students under the supervision of a full time member of the Brooklyn Law School faculty, and is provided pro bono;

WHEREAS, the Commission’s Law Enforcement Bureau (“LEB”) investigates and prosecutes allegations of violations of the New York City Human Rights Law;

WHEREAS, this MOU is not a legally binding instrument and is only intended to set forth the understanding of the parties without creating any legally enforceable rights or obligations;

NOW THEREFORE, the Commission and BLS (hereinafter the “Parties”) set forth their mutual understanding as follows:

1. The Commission’s LEB will refer complainants to BLS for limited scope representation, consisting of the preparation of a rebuttal statement following the receipt of the respondent’s answer.
2. The Commission’s LEB will screen the matters to ensure that they are appropriate for representation by BLS.
3. The Commission’s LEB will ensure that complainants are aware of the limited scope of representation.
4. Following an initial client interview, BLS will determine whether it can undertake the matter.

5. It is anticipated that BLS will accept between 3 and 8 complainants for limited scope representation each semester.

6. Upon accepting the complainants from the Commission for representation, BLS agrees to complete the activities outlined herein by the close of each semester.

7. BLS will make its best efforts to complete rebuttal statements within 6 weeks, and no more than 8 weeks, from the date the retainer agreement is executed.

8. In the event that the complainant fails to cooperate with BLS or BLS determines for other reasons consistent with applicable rules of professional responsibility that it must terminate the representation, it will immediately so inform the Commission's LEB. Notification must be sent to the complainant and the Commission's LEB within three (3) business days of termination. Notification to the Commission's LEB must be sent to Deputy Commissioner for the Law Enforcement Bureau, Hollis Pfitsch, 100 Gold Street, 4th Floor, New York, New York 10038, Email: hpfitsch@cchr.nyc.gov.

9. All written and oral communications with the complainant, and any documentary or testimonial evidence obtained by BLS, will be subject to the attorney-client and work product privileges, and will not be disclosed to the Commission without the complainant's permission.

10. This MOU may not be modified except in writing by both parties, after notice to the following individuals:

To: New York City Commission on Human Rights
Melissa S. Woods
First Deputy Commissioner and General Counsel
100 Gold Street, 4th Floor
New York, New York 10038
Email: mwoods@cchr.nyc.gov

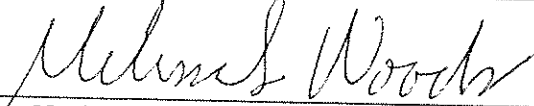
To: BLS Legal Services, Corp.
Minna J. Kotkin
Director, Brooklyn Law School Employment Clinic
250 Joralemon Street
Brooklyn, New York 11201
Email: minna.kotkin@brooklaw.edu

11. This MOU may be terminated upon no less than thirty (30) days written notice by either party to the following individuals:

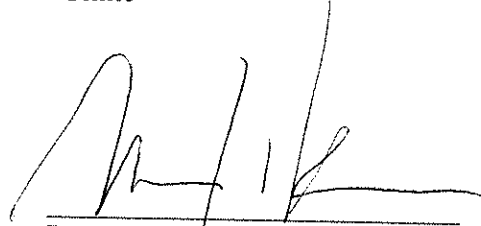
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New York City Commission on Human Rights
By: Melissa S. Woods
First Deputy Commissioner/General Counsel



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