

PLEASE COMPLETE THIS FORM SO THAT WE MAY PROVIDE LEGAL ADVICE

Your Full Legal Name: _____

Home Street Address: _____

Home Mailing Address: _____
(If different from street address)

Email Address: _____ @ _____

Business Address: _____

Home Phone: _____ Business Phone _____

Cell/Pager : _____ Fax: _____

What Number Do You Prefer We Contact You At? _____

Your Occupation: _____ Employer: _____

Employers Address: _____

Spouse's Name: _____
(If applicable)

Spouse's Business Phone: _____ Cell/Pager: _____

Spouse's Occupation: _____ Spouse's Employer: _____

Why Do You Need A Lawyer: _____

Referred By: _____

Have You Seen Any Other Attorney About This Matter: ___ Yes ___ No When: _____

If You Have Seen Another Attorney, or Attorneys, Who: _____

Case Information:

Type of Matter: _____

Adverse Party: _____

Address of Adverse Party: _____

Adverse Attorney: _____

You will receive copies of all legal papers and letters prepared, on your behalf, unless you request that no copies be sent. Copies are charged at the rate of .35 per page. If you do NOT want copies, please initial here _____ I DO NOT WANT PHOTOCOPIES. All fees for services rendered and costs incurred, are due upon presentation of our billing statement, unless other arrangements have been made in advance. A retainer and signing a fee agreement are required before services will be rendered. Please feel free to discuss fees and billing arrangements with the attorney. While most matters are billed on the basis of the time and effort expended and the nature of the services provided, a few matters are handled on a contingent fee basis. The attorney will inform you if your case can be accepted on a contingent fee basis.

THE INITIAL CONSULTATION FEE OF \$250.00 IS PAYABLE IN ADVANCE. PAYMENT POLICY ATTACHED.

Signature of Client: _____ Date _____

We usually do not undertake legal representation until three (3) requirements are met:

- (1) There is a signed Attorney-Client Fee Contract;
- (2) We have received a **retainer** (advance of money paid by wire transfer, cash or check); and
- (3) We have received the documents needed to begin representation.

Charges for services rendered and any disbursements will be billed on a monthly basis, with the charges being first offset against any retainer or other credit balance then outstanding and with any additional balance being payable upon submission of our statement.

Unless specifically stated in a separate writing, signed by both of us, payment of our services is **not contingent** upon the outcome of any matter.

We may terminate our representation if you do not pay us as agreed. We may terminate our engagement by providing you with notice of our termination. We will give you a reasonable opportunity to obtain substitute counsel before we cease all activity on your behalf.

If we terminate our representation, we will continue to perform such services as are reasonably required to protect your legal interests until you have obtained counsel or until you have obtained substitute counsel or until you have had a reasonable time in which to do so.

Termination of your representation does not affect your responsibility to pay us for the services we have provided, including any additional work required to us to facilitate an orderly turnover of matters in process at the time of termination.

Accepted: _____
 Client Signature

Dated: _____