

_____, 2017

Pursuant to our conference today, this firm has agreed to represent you regarding _____. Our hours are 8am until 4pm on M, T, W, F (with a lunch break from noon until 1pm) and 8am until 12pm on Thursdays. All communications between attorney and client are confidential, unless you share such information with nonessential third parties. The only exceptions to confidentiality that would require disclosure would be to prevent continuing and ongoing crimes, prevent serious bodily harm, and to mitigate crime or fraud causing substantial monetary loss.

Clients are advised to document all happenings, observations, or contacts relevant to the issue or adverse party. Please immediately bring in all known evidence, work to get other available evidence, and bring in the list of the evidence we need to request or subpoena with the known or suspected contact information of the person or agency possessing such. Bring in a list of your witnesses, along with the information they know about, as soon as possible to allow our office to prepare Affidavits to file in your case and for later hearings.

We call clients whenever we receive an update on the case from any source. Customers preserve the retainer and maximize their legal services by providing the attorney with any remaining evidence or documentation 3-5 working days before any upcoming hearing, mediation, or proceeding. However, clients should call the attorney IMMEDIATELY with updates regarding health or safety concerns, as well as threats that require immediate legal action to prevent imminent or irreversible harm.

The Retainer required to adequately represent any given client varies by case complexity or needs. The Retainer for our legal services represents our estimate of the average time and expense necessary to adequately represent each type of case. We bill clients at \$150.00 per hour for each minute worked, unlike most attorneys who bill in 15 minute intervals. Additional expenses that may be incurred, such as filing fees, copying cost, postage, and related expenses, will also be deducted from the retainer. Any court costs and deposition charges must be paid separately. I will also advise you before undertaking any procedures that will substantially increase the amount of fees.

The estimated Retainer for your legal services are \$_____. **PLEASE REMEMBER THIS IS AN ESTIMATE AND MAY BE SUBJECT TO CHANGE.** The Retainer is paid either upfront or in two equal installments (unless otherwise agreed). The initial consult fee of \$150 must be paid at the time of the consult, but is deducted from any subsequent Retainer. **Our firm will not commence work on your case until the first half of the retainer has been paid. The second payment is due 30 days following the first payment.** Our firm holds Retainers in our Lawyers' Trust Account. Clients will be refunded retainer fees in excess of the minutes billed to their case plus any related expenses.

Should the legal services provided exceed the Retainer, or payment of related expenses is required, we will provide you with an invoice and contact you for an additional retainer, payment in full, or establishment of a monthly payment plan. Payment must be made within 30 days of receiving an invoice. All unpaid, past due amounts accrue a monthly interest rate of 7%. Payment plans require monthly payments of at least half of the current balance due or a minimum payment of \$500.00 per month on balances over \$1,000.00. **Failure to make any required payments will result in our firm withdrawing as your attorney in the case and taking all legal measures to recover the associated debt including utilizing debt collectors.** Our office will give you a courtesy call when your balance is two weeks past due, and we will file our notice of withdraw with the associated court two weeks thereafter. Should you fail to pay the final invoice, our firm will not provide you any future legal services. Additionally, our office reserves the right to refuse to release all attorney work product regarding any unpaid client account.

I may send you pleadings, documents, correspondence, and other information throughout the case. These copies will be your copies, please retain them. We will also keep the case information on file for approximately seven years unless you instruct me in writing, before the expiration of that seven years, to keep your file longer.

On behalf of the firm, I am happy to represent you in this matter. Signing below indicates agreement to the terms of service contained herein. If you have any additional questions, please contact me at your convenience.

Client (please print name legibly): _____

Signature: _____

THANK YOU FOR YOUR BUSINESS!!!

Client Authorization Release & Request
J.M. Evans Law L.L.C.

I, _____, hereby authorize the office of J.M. Evans Law LLC to speak to the following people regarding my case:

1. _____ Phone/Address _____

2. _____ Phone/Address _____

3. _____ Phone/Address _____

4. _____ Phone/Address _____

I authorize the following companies/agencies to receive information regarding me or my case:

1. _____ Phone/Address _____

Specific information or type of information that I authorize J.M. Evans Law L.L.C. to release: _____

2. _____ Phone/Address _____

Specific information or type of information that I authorize J.M. Evans Law L.L.C. to release: _____

3. _____ Phone/Address _____

Specific information or type of information that I authorize J.M. Evans Law L.L.C. to release: _____

I understand that I may revoke any and all authorizations at any time by submitting such request in writing to J.M. Evans Law LLC. This authorization is good for the duration of my representation in this matter unless I otherwise specify that such expires _____.

X _____ Date: _____

_____ Date: _____

Witness

_____ Date: _____

Witness