SAMPLE ADMINISTRATIVE FORM

FEE AGREEMENT

# ATTORNEY'S FEES

The attorney's fee in this matter will be set as follows:

[ ] Fixed Fee of $\_\_\_\_\_\_\_\_\_\_

[ ] Hourly Rate at $\_\_\_\_ per hour plus \_\_\_% of amount\* [ ] recovered saved

[ ] Estimated Fee in the range of: $\_\_\_\_\_\_\_\_\_\_\_\_\_ to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Contingent Fee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] saved [ ] recovered [ ] other \*Contingent contract and Statement of Client's Rights signed as required

[ ] Fee determined on all relevant factors

[ ] Minimum nonrefundable fee of $\_\_\_\_\_\_\_\_\_

[ ] Number of hours of attorney time covered by nonrefundable fee is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Minimum advance fee of $\_\_\_\_\_\_\_\_\_

[ [ Number of hours of attorney time covered by advance fee is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This office will bill you:

[ ] Monthly on \_\_\_\_\_\_\_ of each month

[ ] On completion

[ ] Other arrangement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL BILLS ARE PAYABLE ON RECEIPT. IF YOU DO NOT PAY WITHIN 30 DAYS OF RECEIPT, YOUR ACCOUNT WILL BEGIN TO ACCRUE INTEREST CHARGES.

# ADVANCE FEE AND COST DEPOSIT

Advance Fee and Cost Deposit of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is to be applied:

[ ] towards fee and out-of-pocket expenses

[ ] towards fee

[ ] towards out-of-pocket expenses

[ ] Advance fee is refundable

[ ] Advance fee is nonrefundable

# COSTS AND EXPENSES

Typical out-of-pocket expenses (NOTE: these are not attorney fees) for this matter may include:

[ ] Costs such as court costs, filing fees, process server fees, deposition costs, sheriff or clerk of court fees, investigator's fees, etc.

[ ] Abstracting charges or title insurance premiums, clerk's recording fees.

[ ] Photocopying, scanning, conferencing, postage, and travel costs.

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Estimate for costs and expenses (not including attorney's fees): \_\_\_\_\_\_\_\_\_\_

[ ] Expected to range between $\_\_\_\_\_ and $\_\_\_\_\_ .

[ ] Not expected to exceed $\_\_\_\_\_\_\_\_.

[ ] No expenses expected.

NOTE: This is an estimate for your convenience; it is not a guarantee.

If the above properly sets forth our agreement, please sign below and keep one copy. Return the original together with your check in the amount of $ \_\_\_\_\_\_\_\_\_\_.

We will draw $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ towards attorney fees and apply $ \_\_\_\_\_\_\_\_ towards out-of-pocket expenses as outlined above within a reasonable time after fees are earned and expenses are incurred. If we do not receive the signed original of this agreement (you retain the copy), and your check within \_\_\_ days, we will assume that you have obtained other counsel, and mark our file "CLOSED" and do nothing further. Thank you.

DATED THIS \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Attorney’s Printed Name] [Attorney’s Signature]

**THE ABOVE IS UNDERSTOOD AND AGREED BY ME:**

DATED THIS \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Client’s Printed Name] [Client’s Signature]