SAMPLE ADMINISTRATIVE FORM

LETTER OF AGREEMENT FOR LEGAL SERVICES

1. This letter is our agreement to provide you with legal services in exchange for which you will pay the fees agree below.

2. You have retained this firm to represent \_\_\_\_\_\_\_\_\_\_\_ in connection with \_\_\_\_\_\_\_\_\_. You acknowledge that we have made no promises or guarantees regarding the outcome of your case. Rather, we have discussed with you the unpredictability of most legal matters, especially litigation.

3. As we discussed, I anticipate that your needs for legal services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3a. Charges for services rendered by my employees and associates are as follows:

3b. As I previously informed you, the firm will bill you for services at the following hourly rates:

Partner $ xxx.xx/hour

Law Student/Clerk $ xxx.xx/hour

Paralegal Assistant $ xxx.xx/hour

Litigation Management Assistant $ xxx.xx/hour

The reason for the variety of hourly rates and services is so that we can provide the most cost efficient and thorough services to the client at fees which are competitive with our peers and reasonable for the client.

4. The rates quoted above reflect only the fees for services to be rendered. There will be additional charges for out-of-pocket expenses such as filing fees, court costs, and the like.

5. You agree to pay an advance fee in the amount of $ \_\_\_\_\_. The firm will begin work on your matter as soon as the advance fee is received. All advance fees will be deposited in the firm’s trust account and will be applied toward the fees and costs incurred in this matter. We will bill against the advance fees on a monthly basis. You will be billed for any fees and costs that exceed the advance fee. We may require that you maintain a minimum balance in our trust account at all times, in which case we will bill you to replenish your advance fee. Any amount remaining in the trust account at the end of representation will be refunded to you promptly by the firm.

6. You will be billed by this firm for the services of lawyers and paralegals, plus costs and expenses. You will receive an itemized billing statement shortly after the last day of each month reflecting a transfer from your trust account balance to the general account and/or a balance which is then due. You agree to pay the balance within twenty (20) days from the date of the statement. If payment is not timely made on an unpaid balance, the firm will charge interest of one and one-half percent (1-1/2%) per month on the unpaid balance as of the last day of the next billing month. If you continue not to pay invoices, the firm will withdraw from representing you or will seek court approval to withdraw from representing you if a case has been filed.

7. If it becomes necessary to take the deposition of a party or other witness, you agree to pay a cost deposit which will be held in our trust account until we are invoiced by the court reporter.

8. If appropriate and necessary to the complete preparation of your case, we will seek your approval to hire a private investigator. The investigator will then make separate arrangements with you to provide you with an itemized billing statement for services rendered and costs incurred.

9. In other cases where it is necessary to employ the services of an expert lawyer, accountant or other professional, you agree to make separate arrangements with that person or firm to provide you with an itemized billing statement for services rendered and costs incurred.

11. You agree to cooperate fully with the law firm, respond to our requests for information from you, and to keep the law firm advised of your current contact information at all times.

12. At the end of the representation, any of your documents or other property in the firm’s possession will be returned to you. The firm will keep a copy of its file for 6 years after the end of the representation, after which the firm will securely and confidentially dispose of the file.

13. We appreciate your expression of confidence in our work and assure you that we will strive to obtain a resolution of this matter in a professional and cost-effective manner.

14. Please feel free to call me if you have any questions regarding this agreement. If not, please execute the enclosed copy of this letter and return it to my office at your earliest convenience together with the advance fee.

Sincerely,

[Lawyer Signature]

[Firm Name]

**ACKNOWLEDGED AND AGREED**

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

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

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

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

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

[Lawyer’s Printed Name] [Lawyer’s Signature]