SAMPLE ADMINISTRATIVE FORM

CONTRACT FOR LEGAL SERVICES – SAMPLE 1

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whose address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("CLIENT") and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("ATTORNEY"):

CLIENT retains the undersigned ATTORNEY to represent them in regard to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, Florida, and CLIENT gives to ATTORNEY the exclusive right to take all legal steps to represent the CLIENT's interests in this matter.

IN CONSIDERATION of the services rendered and to be rendered by said ATTORNEY, CLIENT agrees to pay on or before \_\_\_\_\_\_\_\_\_\_\_\_\_, the sum of $ \_\_\_\_\_\_\_\_\_\_\_, as a nonrefundable fee. CLIENT agrees to pay an additional nonrefundable fee in the amount of $ \_\_\_\_\_\_\_\_\_ if any of the following occurs: (E.g. the case goes to trial, the dissolution is contested, etc.)

The nonrefundable fee is earned on receipt and will not be held in trust.

CLIENT agrees to pay the necessary costs and expenses related to this matter separately as these costs’ expenses are incurred by ATTORNEY. The costs expenses may include, but are not limited to, fees for private investigators, expert witnesses, court reporter transcripts, travel expenses for ATTORNEY and investigators, and any and all other expenses ATTORNEY considers reasonably necessary for the proper defense in this action.

CLIENT agrees to pay a COST DEPOSIT of $\_\_\_\_\_\_\_\_\_\_\_\_ on or before \_\_\_\_\_\_\_\_\_\_\_\_. ATTORNEY will hold all cost deposits in trust and pay costs and expenses directly from ATTORNEY’S trust account. ATTORNEY will notify CLIENT of expenditures for costs and expenses within a reasonable period of time after costs are expended. CLIENT agrees to promptly pay any additional Cost Deposits ATTORNEY deems reasonably necessary on receipt of a written request by ATTORNEY. Any unused portion of the Cost Deposit will be returned to CLIENT.

CLIENT acknowledges that the basis of computing ATTORNEY'S compensation has been fully explained to Client and that ATTORNEY’S compensation is based on, among other factors, the time and labor involved, novelty or difficulty of questions presented, the results obtained, time limitations imposed by this representation, the reputation, experience and ability of ATTORNEY in performing this type of service.

CLIENT acknowledges that ATTORNEY has made no promises to CLIENT as to the outcome of the case except that ATTORNEY has promised to render ATTORNEY’S best professional skill.

The fee agreed on in this contract does NOT include services for an appeal or retrial if an appeal or retrial becomes necessary. If an appeal or retrial is necessary, a new and separate agreement will be entered into.

EXECUTION OF THIS CONTRACT CONSTITUTE ATTORNEY'S AUTHORITY TO PROCEED WITH THIS REPRESENTATION. ATTORNEY WILL NOT PROCEED WITH THIS REPRESENTATINO UNTIL ATTORNEY RECEIVES THE NONREFUNDABLE FEE AND ORIGINAL COST DEPOSIT.

CLIENT acknowledges that \_\_\_\_\_\_\_\_ has had all of the terms of this agreement explained to \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ fully understands all of the provisions in this contract.

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

CLIENT

ACCEPTED AND APPROVED BY:

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

ATTORNEY