SAMPLE ADMINISTRATIVE FORM

FOLLOW-UP REPRESENTATION LETTER TO INITIAL INTERVIEW

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

RE: [SUBJECT]

Dear [Client Name]:

As discussed in our conference of [date], (I have agreed to represent you in connection with [type of matter]), (or) (in which we discussed [type of problem]), and we agreed to [insert appropriate details].

At this time, I want to thank you for selecting our law firm to represent you in this matter. I also wish to again set forth our agreement as to fees and their payment. Our fees for legal services are [insert amount per hour], plus any out-of-pocket expenses that may be incurred, such as filing fees, deposition charges, postage, and related costs. We will bill you approximately monthly depending on the amount of work that was done on your file during that time period. At this time, it is difficult to estimate the amount of time and expense that will be necessary to adequately represent you in this case. However, as we discussed, the fee will not be less than [enter dollar amount]. We will also advise you before undertaking any procedures that will substantially increase the amount of fees.

We do require that you pay an advanced fee deposit of [enter dollar amount] before we do any work on this case on your behalf. The advanced fee deposit will be held in the firm’s trust account. [Go into detail to explain any time limits that may be involved in the particular case and how they can be jeopardized if the advanced fee deposit is not paid before the time limit expiring.] [If the advanced fee deposit has been paid, acknowledge receipt and indicate monthly bills will be sent for the services incurred which will be deducted from the advanced fee deposit held in our trust account.] [If you require additional sums be paid when the fee deposit gets to a certain level, set that out here.]

At this time, we [are waiting to hear further from you] (or) [explain what procedures you have done or are preparing to do] (or) [will do nothing further until we hear from you.]

We will have every opportunity to discuss what will take place and to prepare your case in advance. However, we cannot guarantee that we will be able to reach a negotiated settlement or that we will be able to obtain any specific result in your case. I want you to know that we will make every effort to do so in accordance with your wishes. I consider it my duty to keep you fully informed of all events as they develop but as I explained to you, there may be periods of time in which nothing is taking place, we are waiting for responses from other parties or we are waiting for a trial date.

If any of the items set forth above are not as you feel our agreement to be, please contact me immediately.

Sincerely,

[Lawyer Signature]

[Firm Name]