

Client Representation Agreement

I, _____, hereby employ **Name of Attorney**, Attorney at Law, with the understanding that **Mr./Ms. Last Name of Attorney** will represent me and provide legal services for me in the following matter:

I understand that **Mr./Ms. Last Name of Attorney** represent me in the above matter only and the fee paid does not cover any other appearance or appeal.

1. Attorney's Fees And Expenses:

The attorney's fees for services performed under this agreement shall be billed at a rate of \$150.00 (one hundred fifty dollars) per hour. Hourly billing will be to the quarter (¼) of an hour.

2. Retainer: (choose one)

- a. In order to secure the time and service of the attorney for this matter, I agree to make a non-refundable payment in the amount of \$_____. I understand this is a minimum fee I will be charged for services and expenses.
- b. In order to secure the time and service of the attorney for this matter, I agree to make an initial payment in the amount of \$_____ toward my attorney's fees and expenses. This retainer fee shall be a credit against hourly attorney's fees and expenses.

3. Costs:

- a. I authorize my attorney to retain any individual and entities to perform services necessary for investigation or completion of legal services. I agree to pay the fees or charges of every person hired by the attorney to perform necessary services.
- b. I acknowledge that my attorney may incur various expenses in providing services to me. I agree to reimburse the attorney for all out-of-pocket expenses paid. If I am directly billed for these expenses, I agree to make prompt direct payment to the originators of these bills. Such expenses may include, but are not limited to, service and filing fees, courier or messenger services, recording and certifying documents, deposition transcriptions, investigations, witness' fees, long-distance telephone charges, copying services, overtime clerical assistance, travel expenses, postage, notarial attestations, and computer research.

4. Billing

I agree to the following schedule of billing:

- a. Fees, charges and expenses will be billed on at least a monthly basis as they accrue.
- b. The retainer shall be paid in full upon the execution of this agreement. The retainer shall be a credit against monthly bills.
- c. I agree to make payments promptly. I understand that failure to make payments is sufficient reason for the withdrawal of representation in this matter, whether or not litigation has commenced. I will be notified in writing

prior to any withdrawal. I agree that a letter to my last known address is sufficient notice.

5. **Consultation**

I understand that personal and telephone consultations with my attorney shall be part of my representation and I will be billed by the attorney for time spent on such consultations.

6. **Discharge of Attorney**

I may, if unsatisfied with the services of my attorney for any reason, discharge my attorney at any time. However, it is understood that the attorney will be paid or arrangements will be made for payment of all fees and costs due.

7. **Representation**

It is expressly agreed and understood that the attorney has made no promises, assurances or guarantees as to the outcome of this matter. Payment is not contingent upon the outcome of this matter.

I have read this fee agreement, and have had opportunity to discuss it with my attorney or with any other counsel. I understand, agree and accept all of the terms within this agreement.

Dated: _____ Client Name: _____

Client Signature: _____ SSN: _____

Client Address: _____

Client Phone: (H): _____ (W): _____ (C): _____

Signature of Attorney: _____