**STANDARD LEGAL REPRESENTATION**

**client information sheet**

Client Id. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attorney \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referred By

**background information**

Name

Address

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail

SS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DL #

Citizenship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outside Contact Information**

Confidential Contact(s)

Spouse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Children

Employer

Employer’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone

Name, Address, & Phone Number of Close Friend:

**Criminal History**

Prior Criminal Record or Driving Record:

Date of Current Offense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jail Time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OFFENSE | CASE # | COURT | COUNTY | MISD/FEL |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Bondsman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Bond

DETAILS OF OFFENSE:

Attorney Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trust Payment Down

Attorney Fee Down \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per Week or Month

**legal services agreement**

**I. PARTIES**

This agreement is made between the Law Firm of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to below as “Attorney,” and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to below as "Client" in the following criminal matter:

Client hereby agrees to employ and retain Attorney and Attorney agrees to represent Client in the above referenced case under the following terms and conditions.

**II. TERMS**

1. Client agrees to pay Attorney a Non-Refundable Attorney fee retainer in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if the case is resolved without a trial by jury.

2. Client agrees to pay Attorney a Jury Trial Preparation fee in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per day in trial, whichever amount is greater. Said Jury Trial Preparation fee is to be paid in full no later than the date of Pretrial Hearing or 30 days in advance of the jury trial date, whichever occurs first.

3. Attorney does not accept responsibility to provide legal services until Attorney receives the sum of $  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is a minimum fee, no part of which is refundable.

4. Client has made a Non-Refundable down payment of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this day, and agrees to pay the balance as follows: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a like payment due on the same day of each \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ thereafter until paid.

5. Client agrees to reimburse Attorney for all expenses incurred in Client’s defense. Client understands that Client retains the right to approve all major expenses in advance. Client hereby agrees to pay in advance all major expenses as said expenses are necessary in Client’s defense. Client agrees to reimburse Attorney for computerized legal research expense at fifty cents ($.50) per minute. Itemization of said computerized legal research expense will be provided upon request. Client has this day deposited the sum of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ into Attorney’s trust account. If said amount does not cover all expenses incurred, Attorney will require a similar deposit to be made by the Client.

**III. SCOPE**

Attorney agrees to represent client in the defense of the above referenced case through ONE TRIAL ONLY. Attorney’s services will be complete, and Attorney will be discharged from any further obligations to client as of the date of the earliest of the following: (1) charges are dismissed; (2) entering a plea of guilty or nolo contendere; (3) imposition of sentence; (4) declaration of mistrial; or (5) granting of a motion for new trial. It is understood that Attorney is not obligated to represent client in any appeal of this case, nor in any re-trial of this case.

**IV. MISCELLANEOUS**

It is understood that no part of the above-described fees are refundable. Said fees ensure that Attorney will be available for all court appearances, and also compensate Attorney for Attorney’s time and the possible preclusion of other employment by the Attorney.

It is agreed that in the event payment is not made when specified above, Attorney may, with permission of the Court, withdraw as Attorney for Client and Attorney will owe no further duty as Attorney for Client.

It is understood that Attorney has made NO PROMISES OR GUARANTEES as to the outcome of this case and that any expressions of Attorney relative to the case are expressions of opinions only.

Client acknowledges that he/she has read this agreement, understands it provisions, and agrees to be bound by it.

**CLIENT ACKNOWLEDGES AND AGREES THAT ATTORNEY MAKES NO GUARANTEE OR WARRANTY AS TO THE OUTCOME OF THIS CASE OR MATTER.**

SIGNED this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.

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

Client Guarantor

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

Attorney