

## Client & Attorney; Letter of Engagement

### Client Information:

Client name: \_\_\_\_\_

Client Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Client Phone: \_\_\_\_\_

Client Fax: \_\_\_\_\_

Client Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Thank you for retaining our firm to represent you in connection with your evictions and other legal services you may require. We look forward to the privilege of working for you.

Please allow me to formally outline the terms of our firm's engagement.

Our fee for uncontested evictions filed on your behalf will be at the flat rate of \$89 per eviction. In addition we will require reimbursement for costs associated with the eviction including court costs, filing fees, constable fees, sheriff fees, long distance phone calls ( if any), postage and photo copies.

Our fee for other services including commercial evictions, collection letters, contested evictions, document review, document drafting, judgment collection and other matters that you may require will be quoted as a flat fee after we have had an opportunity to discuss the various services with you and review the associated documents you provide.

All services provide by our firm are based upon a flat fee quote so both of us know what to expect.

The fees due our firm will be invoiced to you via email as each service is complete. We expect prompt payment of our fees and all unpaid invoices after 30 days will accrue interest at 1.5% per month. We reserve the right to withdraw from representation and all other responsibilities if prompt payment of our fees is not made.

We also reserve the right to withdraw from representation and all other responsibilities if you elect to disregard our advice on a material matter or any fact or circumstance arises that would, in our view, render our continuing representation inappropriate, unlawful or unethical. If we elect to withdraw you will take all steps necessary to free us from any further obligation and you will take all actions necessary to complete our withdrawal.

In the event of our withdrawal, we will be entitled to be paid for all services rendered plus costs and expenses paid on your behalf prior to the withdrawal.

In order for our firm to render services in an effective manner you agree to disclose fully and accurately all facts relating to the actions we are pursuing. You will also keep us apprised of all developments and factual changes relating to the actions we pursue and be available to us, if necessary, to attend meetings, conferences, depositions, hearings and other court proceedings.

As with all legal proceedings, the outcome of each case is subject to the vagaries and risks inherent in the legal process. Therefore, we make no promise or guarantee to you or anyone concerning the outcome of our work and cannot do so under any circumstances.

Thank you again for retaining our firm. We look forward to working for you.

Sincerely,

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James E. Craig, Attorney

Reviewed and accepted by the client:

Date \_\_\_\_\_

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Client

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Title