

Client Information Sheet
Conflict Check _____

Attorney: _____ New Client: Yes _____ No _____ Date: _____

Name: _____ Spouse: _____

Mailing Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Home phone: _____ Work: _____ Home phone: _____ Work: _____

Fax: _____ Email: _____ Fax: _____ Email: _____

Cell Phone: _____ Pager: _____ Cell Phone: _____ Pager: _____

Soc. Sec. #: _____ DOB: _____ Soc. Sec. #: _____ DOB: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Name, address and phone number of person whom we may contact if we are unable to contact you at the address or phone number above: _____

Nature of Legal Matter: _____ Referred by: _____

FEE AND PAYMENT ARRANGEMENTS
(To Be Completed By Attorney)

Attorney hourly fees will be billed at \$220 per hour. Legal assistant hourly fees will be billed at \$110 per hour.

_____ Client will pay a retainer of \$ _____, plus filing fee of \$ _____ as an advance against hourly fees and costs. If this retainer is exhausted, then client will be billed for additional hourly fees and costs and shall pay such fees and costs as noted below. The retainer shall be deposited to a trust account.

_____ Client will pay a retainer of \$ _____, plus filing fee of \$ _____ as an advance against fees and costs. If this retainer is exhausted, then client will be billed for additional hourly fees and costs and shall pay such fees and costs as noted below. If this matter is set for trial, upon notice of trial setting, the monthly balance then due must be paid in full, and an additional retainer of \$ _____ must be paid and the monthly bill paid in full at the end of each month. All retainers shall be deposited into a trust account. If such additional retainer is not paid, then the attorney may withdraw.

_____ Contingent Fee (attach copy of signed fee agreement)

_____ A non-refundable fee of \$ _____. If client wants matter set for jury trial, an additional non-refundable fee of \$ _____ is required or attorney may withdraw. The attorney's responsibility to provide legal representation will end upon a plea of guilty, a trial verdict or entry of a deferred prosecution. The fee is considered earned upon payment.

_____ A non-refundable fee of \$ _____. Client will pay a retainer of \$ _____ as an advance against the fee. The retainer shall be deposited to a trust account. When the entire non-refundable fee has been paid, then attorney's responsibility for work on case commences, attorney shall enter a notice of appearance on case, and the non-refundable fee shall be considered earned. If client wants matter set for jury trial, an additional non-refundable fee of \$ _____ is required or attorney may withdraw. The attorney's responsibility to provide legal representation will end upon a plea of guilty, a trial verdict or entry of a deferred prosecution. The additional non-refundable fee is considered earned upon payment.

_____ A non-refundable fee of \$ _____. The non-refundable fee is considered earned upon payment.

Client is responsible for all out of pocket costs advanced by the law firm on client's behalf, mailing costs, and copy costs at the rates set forth below. Representation by the attorney shall begin upon payment of the agreed fee. Client agrees that the file generated in the case belongs to the law firm. The law firm will provide a copy of the file, except for police reports in criminal cases, to client upon client's request and at client's expense at the rate of twenty five cents (\$.25) per page for black & white copies and fifty cents (\$.50) per page for color copies. A twenty five dollar (\$25.00) administrative copy fee will be charged after the case is closed in addition to the per page fee. Client files are destroyed seven years after a case file is closed by the law firm.

Client will receive a monthly billing itemizing legal services rendered and costs incurred during that month. Payment in full is required within 30 days of billing date. If fees owing are not paid, the attorney may withdraw from the case. Any balance for legal fees or costs which is more than 30 days past due will carry interest at the rate of 1% per month. Funds held in trust shall be applied to the monthly billing. Law firm may increase its hourly rate and copy cost rate on January 1 each year, and client agrees to pay the increased rates.

If client fails to timely pay balance due and the law firm sues to collect, the venue shall be Benton County, Washington. The client will be responsible for all costs and expenses of suit plus attorney's fees. A \$25.00 collection fee will be imposed on dishonored checks.

Attorney

Client

Client

CONFLICT CHECK

Attorneys are not allowed by ethical rules to represent new clients under many circumstances when the attorney has represented in the past, or is presently representing, a person that may be an opposing party in a matter. Thus, we would ask that you carefully fill out the conflict check information requested below. PLEASE COMPLETE IN DETAIL

List names of opposing parties with whom you currently have a dispute in the matter for which you are consulting with the attorney, including all names used by that person currently or in the past (example: maiden name, married names, aliases):

Three horizontal lines for listing names of opposing parties.

Have you had a dispute with anyone who was represented by an attorney from this firm? Yes _____ No _____

If yes, list names, including all names used by that party currently or in the past:

Three horizontal lines for listing names of parties represented by an attorney from this firm.

Have you or any of your family members been represented by an attorney in this firm? Yes _____ No _____

If yes, list names, including all names used by that party currently or in the past:

Three horizontal lines for listing names of family members represented by an attorney in this firm.

If this is a bankruptcy consultation, is Community First Bank one of your creditors? Yes _____ No _____

I hereby certified that I have completed this form to the best of my knowledge. I will not hold the law firm accountable for any omissions that cause a conflict in the future.

CLIENT _____ CLIENT _____ DATE _____