

Sample Written Fee Agreement*
Hourly Litigation
CRANE, GARCIA & MOORE
441 Bauchet Street
Los Angeles, CA 90012
(213) 680-9600
[Should include an email address]
(Date)

ATTORNEY-CLIENT AGREEMENT

CRANE, GARCIA & MOORE ("Attorney") and STELLA KING ("Client") hereby agree that Attorney will provide legal services to Client on the terms set forth below.

1. CONDITIONS. I/the firm will begin work under this Agreement when you sign and return the Agreement along with initial payment of \$XXX.

2. SCOPE OF SERVICES. The Firm will provide representation in connection with Ms. Kelley's arrest for driving under the influence (DUI), Citation # XXX. The Firm will keep you informed of progress on a regular basis. As an added convenience, the Firm will provide you with access to a client portal where you may check the status of your case and access the documents filed with the court. This Agreement does not cover [appeals.

3. CLIENT'S DUTIES. You agree to be truthful with the Firm, to cooperate, to keep Attorney informed of any information or developments which may come to your attention, to abide by this Agreement, to pay Attorney's bills on time, and to keep Attorney advised of Client's address, telephone number and whereabouts. You will assist Attorney in providing necessary information and documents and will appear when necessary at legal proceedings.

4. PAYMENT. You agree to pay an initial deposit of \$ by [DATE] which will be held in a trust account. Each month, you will receive an itemized bill for work performed, and the funds in the trust account will be used to cover the fees that you owe. The Firm will notify you each time the amount in the trust account falls below \$X, and you will be asked to add funds to the minimum balance of XXX.
Unless otherwise agreed in writing, any unused deposit at the conclusion of Attorney's services will be refunded.

5. LEGAL FEES AND BILLING PRACTICES.

You agree to pay for expenses needed to handle your matter. These costs might include out of town travel, photocopying (50 pages or more), messenger, transcript costs and fees for consultants, experts and investigation.

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Comment [CE1]: It's not just a fee agreement

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Comment [CE2]: Do you really want to make a form agreement look even more "form-y" by referring to Attorney and Client?

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Deleted: will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement and pays the initial deposit called for under Paragraph 4. ¶

Comment [CE3]: If California requires attorneys to affirmatively state that they'll provide progress reports, at least do it 21st Century style!

Comment [CE4]: It won't occur to most clients that the agreement covers tasks not specified – so why make it more confusing?

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Comment [CE5]: NOTE: add this claus...

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Deleted: . The hourly charges will be ...

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Comment [CE6]: All this verbiage muc...

Deleted: Client agrees to pay by the ho...

Comment [CE7]: Stop nickel & diming...

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Comment [CE8]: Is it really necessary ...

Deleted: Out of town travel. Client agr...