

SIMPLIFIED 21ST CENTURY AGREEMENT FOR LEGAL REPRESENTATION

1. SCOPE OF SERVICES

Define what services are being offered and any limitations (e.g., 2 rounds of contract review, 8 monthly phone calls, etc...)

Magic language/caveats for limited scope agreements

2. FEE

The fee for the work described above is \$X. The Firm will begin work once payment is received. [If flat fee, specify if earned on receipt or does it go to trust? OR

The Firm bills at a rate of \$X/hr. Initial payment of \$X is required. Thereafter, [describe how you will bill and include evergreen provisions

**Magic language for contingency*

3. BILLING

Monthly? Late fees?

Electronic [or include in fee provision]

4. COMMUNICATION

The firm will communicate with you via email and phone. You must provide us with an email address connected to a secure account that is inaccessible to others and refrain from emailing the Firm or accessing email from us from a computer owned by your employer.

5. TERMINATION

As a client, you have the right to terminate the Firm at any time and for whatever reason. If you decide to terminate the Firm, you will be billed for any outstanding balance on your account, or issued a refund for any unearned funds paid in advance.

6. THE TEAM

You are hiring the firm and not any particular individual. To best serve you, the Firm will assemble the team of professionals best suited to your specific needs at each stage of the Representation. Sometimes, these professionals are contractors who are supervised by Firm attorneys, but not employed by the Firm, and sometimes they may reside outside the United States. , As a client, you specifically consent to the firm's use of these professionals.

7. SECURITY

The firm may store electronic files on a variety of platforms, including on third-party cloud based servers. You specifically consent to the Firm's use of these services for document storage and management.

6. GUARANTEES

The Firm cannot and does not guarantee particular results. [Money back guarantees, if applicable]

7. DISPUTE RESOLUTION

[Arbitration? Choice of law?]

8. CLIENT FILES

The Firm retains copies of client files in electronic format only [NOTE: if permitted by ethics rules]. At conclusion of a matter, paper copies will be [discuss what happens to files]

Office Policies: [ATTACHED – OR...]



SIGNATURES: _____