



ADRIENNE L. IDDINGS

ATTORNEY AT LAW, P.L.L.C.



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CONTRACT FOR LEGAL SERVICES

This Agreement is made on, _____, between the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, also referred to below as the attorney, and _____, also referred to below as the client.

(Client's name)

The client requires legal services regarding a _____

(Case)

action and wishes to employ the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, to handle the matter. The client hereby retains the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, as attorneys for all matters relating to this legal action.

The client agrees that work relating to this action will be done by attorneys, legal assistants, or secretaries employed by the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, at the discretion of Adrienne L. Iddings. To the extent that the services of other professionals or legal assistants are required, the client is responsible for the costs of these services.

Client Initials _____

The client agrees to pay the law offices of Adrienne L. Iddings the following fees:

\$1,000.⁰⁰ as a non-refundable engagement fee**, plus all costs incurred to represent this action. The engagement fee provides up to **5 hours** of legal work on the client's file and is only an estimated partial payment of the actual time and attorney fee you will have to pay.

Client Initials _____

An attorney fee of \$200.⁰⁰ per hour for any services rendered exceeding the engagement fee set forth above, plus any additional costs. These fees and expenses will first be taken from the engagement fee. Time for services is billed in minimum increments of tenths of an hour (ex. 6 minutes = 0.1) and reflects the actual time expended for the most part. These charges are not absolute, and the attorney will exercise reasonable discretion when the charges are incurred. Most services will be billed as indicated. Some fees include: DocuSign (\$3.00), process servers, filing fees, copies, declined payments, etc. Keep in mind that all communication with the attorney is billed in minimum increments of a tenth of an hour, including email communication. **This includes, but is not limited to: Phone calls, Emails, Texts, Zoom conferences, etc.**

Client Initials _____

Certain aspects of the Client's matter may require review or revision by the Managing Attorney at the direction of an Associate Attorney. All time the Managing Attorney spends on such review or revisions shall be billed at the Managing Attorney's full hourly rate of **\$350.00**. The Client acknowledges and agrees that such billing is appropriate and necessary based on the nature of the work performed.

Client Initials _____

If the advance fee is insufficient to meet the anticipated costs and attorney fees associated with this matter at any time during the case, an additional advance fee in the amount determined by the law offices of Adrienne L. Iddings, Attorney at Law, PLLC must be paid immediately and no less than 14 days before a scheduled trial or hearing.

Client Initials _____

The client agrees that they will have a zero-balance owed on their legal fees PRIOR to any court hearings. If the case requires a full trial the client also agrees to advance an additional \$1,000.00 (5 hours of legal time) prior to the time of trial in addition to paying any balance owed. For example, if the client has expended their retainer and owes \$400.00, they must pay the \$400.00 owed and an additional \$1000.00, a total of \$1,400.00, to cover trial preparation prior to trial. The client's legal bill will be paid in full before the final judgment or order is entered in his/her case.

Client Initials _____

The law offices of Adrienne L. Iddings, Attorney at Law, PLLC, agree to accept this fee from the client and to perform necessary legal services with diligence and dispatch in connection with this legal action.

Any attorney fees that the court awards to the client will be credited to the client's account when paid. If attorney fees awarded remain unpaid, the client remains responsible for fees and costs owed to the attorney.

Client Initials _____

The client agrees that any fees, costs, or expenses owed to the law offices of Adrienne L. Iddings, Attorney at Law, PLLC are due upon receipt of an invoice. Costs and expenses may include but are not limited to, filing fees, process service fees, subpoenas, transcript fees, long-distance telephone charges, excessive photocopying charges, or excessive postage. They may also include the fees and costs for the attorney to retain experts or consultants necessary to represent the client's interests, subject to the client's approval before retention. **Any amount due and owing after 30 days will incur interest at 7 percent annually**, payable along with the principal amount owed to the law offices of Adrienne L. Iddings, Attorney at Law, PLLC. Interest will continue to accrue on the unpaid balance until the total amount is paid in full.

Client Initials _____

The client agrees that the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, are entitled to an attorney's lien on any asset owned or due to the client-including but not limited to real property, bank accounts, and property settlements for any

outstanding amount or balance that is due and payable to the law offices of Adrienne L. Iddings, Attorney at Law, PLLC.

Client Initials _____

The client will **fully cooperate** with the attorney in acquiring information, preparing, and completing the services for which the attorney is retained in this contract. The client will communicate any change of facts or circumstances to the attorney immediately, as well as any change of address or phone numbers.

Client Initials _____

In addition to the powers inherent in the attorney-client relationship and those implied or expressed in this contract, the attorney retained in this contract is authorized to negotiate a settlement or compromise on behalf of the client. The attorney may not compromise or settle the matter for which the attorney is retained without first notifying and obtaining the consent of the client. The parties understand that while the attorney will use reasonable efforts to bring about a just resolution to the matters for which the attorney is retained, the attorney cannot and has not guaranteed any specific results.

Client Initials _____

The Attorney and law firm will not discuss the Client's case, provide updates, receive instructions, or communicate in any manner with any third party, including but not limited to family members, spouses, partners, friends, or significant others, unless a written Third-Party Authorization form has been completed and signed by the Client. Absent such written authorization, all communications regarding the Client's case shall be limited solely to the Client, without exception.

Client Initials _____

You may require tax advice in your case. Although we may raise tax issues, we are not tax attorneys, nor are we accountants. During the course of your representation, we may suggest that a tax attorney or certified public accountant be consulted concerning the tax implications of your matter. You may decline to do so. However, we strongly suggest you contact a tax professional before making decisions with tax implications.

Client Initials _____

The client understands that MRPC 1.16 allows the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, to withdraw from representation of the client if:

1. the client insists on pursuing a course of action that the attorney considers repugnant or imprudent,
2. the client fails to pay the fees required under this contract after reasonable warning that nonpayment will result in withdrawal; or
3. continued representation will result in an unreasonable financial burden on the attorney.
4. the client does not return contact to the office within a reasonable time.
5. the client does not provide the office with sufficient information or documentation to represent their case.

Client Initials _____

The attorney will provide a copy of MRPC 1.16 to the client on request. If the client wishes to discharge the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, it must be in writing. Such discharge by the client will not affect the client's obligation to pay for the attorney fees and costs due to the law offices of Adrienne L. Iddings, Attorney at Law, PLLC, as provided for in this contract, including services and expenses required by the attorney incident to withdrawal.

Client Initials _____

Unless a separate contract for legal services is negotiated, the fees for services do not include appeals, motions after judgment, or representation of subject matters other than those described in this agreement.

Client Initials _____

The Client acknowledges that the attorney may be unable to immediately return communication due to court and other professional obligations. In the event of an urgent matter, the Client shall notify the attorney's legal assistant and provide alternate contact information and times of availability.

Client Initials _____

The Client agrees to follow the Attorney's advice regarding refraining from posting on social media any court-related information, commentary, or personal content that could be detrimental to the Client's legal matter.

Client Initials _____

The Client understands and agrees that all court appearances, hearings, mediations, or meetings conducted via Zoom or any video platform shall be treated as in-person court appearances. The Client must be properly dressed in courtroom-appropriate attire. Hats, tank tops, smoking, vaping, consuming alcohol, moving around, holding a phone, improper camera angles, background noise, and the presence of unauthorized individuals are strictly prohibited. The Client must remain seated, attentive, and in a quiet, private setting at all times.

Client Initials _____

The Client acknowledges that the Court may order drug and/or alcohol testing at any time during the case. The Client shall not appear at any hearing or proceeding, whether in person or virtual, while under the influence of drugs, alcohol, or any substance that impairs judgment, behavior, speech, or appearance. Any such impairment may severely and negatively impact the Client's case and is solely the Client's responsibility.

Client Initials _____

This office will retain the client's file for five (5) years after closure. Copies may be requested during that time at a cost of \$1.00 per page. All pleadings are available at no charge through the client portal. If no copy is requested, the physical file will be destroyed after five (5) years.

Client Initials _____

***The client acknowledges receipt of a copy of this contract for legal services, has had the opportunity to review said contract, including the opportunity to have this contract reviewed by outside counsel, and by signing and initialing where indicated, the client*

*acknowledges having read and understood the contract and agrees to be bound by it. ***

– Client

ASHIA L. SCOTT – Attorney

Date: _____

Date: _____

**** We accept payments by cash, check, most major credit/debit cards, and money orders. Please make checks payable to *Adrienne L. Iddings, Attorney at Law, PLLC*. Credit/debit card payments may be made over the phone. ****