



LAW OFFICE OF VIRGINIA SUDBURY

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FULL SERVICE REPRESENTATION AGREEMENT

1. Identification of Parties: This agreement is made between Virginia Sudbury, "Attorney," and _____, "Client."

a. Nature of Case: Client is requesting ongoing legal services from Attorney in the following matter(s):

2. Client Responsibilities and Control. Client understands that he/she will remain in control of the case and be responsible for all decisions made in the course of the case. Client agrees to:

- a.** Cooperate with Attorney or office by complying with all reasonable requests for information in connection with the matter for which Client is requesting services;
- b.** Provide Attorney with copies of all pleadings and correspondence to and from Client regarding the case.

3. Limitation of Services to be performed by Attorney. Client may request that Attorney provide additional services. If Attorney agrees to provide additional services, those additional services will be specifically listed in an amendment to this Agreement.

a. Right to Seek Advice of Other Counsel: Client is advised of the right to seek the advice and professional services of other counsel at any time.

b. Attorney of Record. It is the intention of Attorney and Client that Attorney shall only perform those services requested. Some of those services may require Attorney to become attorney of record or make a court appearance in Client's case in order to perform the service requested.

4. Initial Attorney Fee and Cost Retainer. In retaining Attorney, Client understands there is an initial payment of \$_____ upon the signing of this Agreement. Should this matter go to trial an additional retainer will be required. Should there be any amounts remaining at the conclusion of the representation, Attorney shall refund those remaining funds to Client.

\$ _____ received on _____ BY _____

This amount will be deposited by Attorney in a client trust account. Client authorizes Attorney to withdraw the principal from the trust account to pay Attorney's fees and costs as they are incurred by Client. Any interest earned will be paid, as required by law, to the State Bar of Utah to fund legal services for indigent persons.

a. Hourly Fee. The current hourly fee charged by Attorney for legal services is as follows: Attorney: \$150; Paralegal: \$50. Unless a different fee arrangement is established, the hourly fee shall be payable at the time of the service.

b. Costs: Client will pay Attorney's out of pocket costs incurred in connection with this agreement, including but not limited to service and filing fees, Court-necessitated parking, long distance telephone calls, fax costs, copying and postage, travel expenses, office supplies and postage. **All costs payable to third parties** in connection with Client's case including mediation, investigation fees, deposition fees and the like **will be paid directly by Client**. Attorney will not advance costs to third parties on Client's behalf.

5. Maintenance of Trust Account. Client understands that Client is to maintain Attorney's trust account with a balance of at least \$500. Client knows that Attorney may need occasionally to increase the amount of money held in trust to pay for expenses and costs, and Client agrees to provide this money **in advance** of incurring those expenses and costs upon Attorney's request.

☼ **Client acknowledges that Attorney has made no promises about the total amount of Attorney's fees to be incurred by Client under this agreement. Additionally, the time your case may take to complete will almost certainly be longer than you anticipate.**

6. Payment and Billing. Client agrees that Attorney may send billing statements monthly, or as incurred, and at the conclusion of the representation. If/when the Trust Account is reduced to \$500, Client will pay as follows:

☼ **Client agrees to pay all statements within 15 days of the statement date or as agreed upon.** All fees and expenses not paid when due will earn interest at 10% per annum from the statement date.

~OR~

☼ **Client agrees to make payments in the following manner:**
 monthly payments in the amount of: \$300 due on the of the month; or
 automatic deposit in the amount of \$ every ;
 monthly credit card payment.

7. Disputes between Client and Attorney. The provisions of this Agreement are governed by the laws of the State of Utah.

8. Amendments and Additional Services. This written Agreement governs the entire relationship between Client and Attorney.

Date: _____

CLIENT

Date: _____

VIRGINIA SUDBURY, Attorney