

Our volume for Attorney-Client transactions is included in every subscription. It consists of more than 60 automated forms, including letters, information sheets, and an attorney fee agreement. We also include other miscellaneous documents to help you establish and define the attorney-client relationship, thereby reducing the risk of unwarranted or frivolous malpractice claims.

1-1 Case Profile

INFORMATION WORKSHEETS

- 1-100 Client Information Form
- 1-105 Witness Telephone Interview Sheet
- 1-110 Witness Information Sheet

LETTERS & NEW CLIENT FORMS

- 2-100 Letter to Confirm Appointment and Directions to Office
- 2-105 Letter to Prospective Client Declining Legal Representation
- 2-110 New Client Letter
- 2-115 Receipt for Client's Documents
- 2-120 Transmittal Letter to New Client
- 2-125 Letter to Avoid Conflict of Interest
- 2-130 Letter Advising of Case Referral and Referral Fee
- 2-135 Letter to Witness Requesting Information
- 2-140 Letter to Client - Confirming Decision Contrary to Legal Advice
- 2-145 Letter to Client - Confirming Decision Not to Contest Case
- 2-150 Letter to Client When Attorney Cannot Contact Client
- 2-155 Letter to Client - Advising in Favor of Offer
- 2-160 Letter to Client - Advising Against Offer
- 2-165 Letter Withdrawing as Attorney of Record Prior to Suit
- 2-170 Letter to Client - Demanding Payment on Account
- 2-175 Authorization for Release of Records - Medical and Billing (HIPAA)
- 2-180 Authorization for Release of Records - Financial Institution
- 2-185 Authorization for Release of Records - Employment
- 2-190 Authorization for Release of Records - General

FEE AGREEMENTS

- 3-100 Attorney Fee Letter Agreement
- 3-105 Attorney Fee Agreement for Hourly Clients (Short form)
- 3-110 Attorney Fee Agreement for Hourly Clients
- 3-115 Attorney Fee Agreement for Contingency Cases
- 3-120 Pro Bono Representation Agreement

RELEASE & CLOSING DOCUMENTS

- 4-100 Settlement Disclosure Statement and Acknowledgment
- 4-105 Settlement Disbursement and Release of Attorney
- 4-110 Release of Attorney Prior to Settlement or Distribution of Funds
- 4-115 Letter and Client Satisfaction Questionnaire

JUDICIAL COUNCIL FORMS

MISCELLANEOUS

- MC-020 Additional Page
- MC-025 Attachment to Judicial Council Form
- MC-030 Declaration
- MC-031 Attached Declaration
- MC-040 Notice of Change of Address
- MC-050 Substitution of Attorney - Civil (Without Court Order)
- MC-051 Notice of Motion and Motion to be Relieved as Counsel - Civil
- MC-052 Declaration in Support of Attorney's Mtn to be Relieved as Counsel - Civ
- MC-053 Order Granting Attorney's Motion to be Relieved as Counsel - Civil
- MC-800 Court Clerks Office: Signage

INTERPRETER

- INT-001 Semiannual Rep to JC - Use of Noncertified or Nonregistered Interpreters
- INT-002A Semiannual Rep to JC - Use of Nonregistered Interpreters (Atch to INT-001)
- INT-100I Procds and Guidelines to Appt a Noncertified or Nonregistered Interpreter
- INT-110 Qualifications of a Noncertified or Nonregistered Interpreter
- INT-120 Certification of Unavailability of Certified or Registered Interpreter
- INT-200 Foreign Language Interpreter's Duties

COURT RECORDS

- REC-001N Notice of Intent to Destroy Superior Court Records - Offer to Transfer Poss
- REC-001R Req for Transfer or Extension of Time - Retention of Superior Court Records
- REC-002N Notice of Hrg - Req for Transfer - Extension of Time - Retention of Records
- REC-002R Release and Receipt of Superior Court Records
- REC-003 Rep to the Judicial Council - Sup Ct Records Destroyed, Preserved, Trans

TRANSITIONAL HOUSING MISCONDUCT

- TH-100 Petition for Order Prohibiting Abuse or Program Misconduct
- TH-110 Order to Show Cause and Temporary Restraining Order
- TH-120 Participant's Response
- TH-130 Order after Hearing
- TH-140 Proof of Personal Service
- TH-190 Restatement of Transitional Housing Misconduct Act
- TH-200 Instructions for Program Operators
- TH-210 Instructions for Participants