
This volume includes more than 30 forms that may be used to manage the attorney-client relationship. There are five types of Attorney Fee Agreements, including a Pro Bono Representation Agreement. It also includes a Client Information Form, commonly used letters and authorizations for releases, settlement disclosures, and disbursement statements.

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

