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# Law Office Client Document Template

**client intake form tracey d johnson - law office of tracey ...** - law office of tracey d. johnson, llc general client intake form the purpose of an initial consultation is for tracey d. johnson to advise you, the prospective client, what if anything, may be done for you, and what the minimum fee therefore will be. **client information sheet - law offices of geoffrey a. planer** - client information sheet date: \_\_\_\_\_ \*\*\*please print and fill-out completely!!\*\*\* client's full name: \_\_\_\_\_ ss#: \_\_\_\_\_ **law offices of bradley j. frigon, llc - elder | law - general client information sheet ...** from what sources did you hear about our law office? \_\_\_\_\_ referred by: \_\_\_\_\_ i hereby represent to the law offices of bradley j. frigon that the information contained in this intake form is accurate and complete, and i understand the law firm will rely on this information. ... **client intake form - law office of john owens** - client intake form attorney at the earliest possible time or to immediately consult with other legal counsel to protect your rights. notice: this office does not represent you with regard to the matters you set forth in this information sheet or discussed during your consultation unless and until, both you **the basic steps to ethically closing a law practice** - the basic steps to ethically closing a law practice . there are many different reasons why a law practice closes, some are planned, e.g., retirement, merging firms, or entering public office, and others can be unplanned, e.g. disability or death. the ethical duties of the lawyer in each of these situations, however, **retainer agreement - ruth immigration law** - retainer agreement 1. selection of attorney. i, {client}, hereinafter ("client") hereby retain the law office of richard l. ruth, esq. to represent me with respect to an immigration matter, specifically, an i-130/i-485 joint adjustment of status package to be prepared and submitted for my spouse and i. 2. attorney fees. **outline of a law office manual - dvbat5idhx7iboudfront** - outline of a law office manual i. preliminaries a. introduction to the firm 1 history of the firm 2 mission/vision/value statement 3 organization of the firm: list of partners, associates, and support staff; ... client relations a. importance of clients to our firm b. support staff dealings with clients 1 level of formality or familiarity **ffice management procedures - delmarlearning** - in a corporate law office, there is only one client—the corporation. corporate legal depart-ments must justify their existence, so the quality of their services is equally important in that environ-ment. often, the in-house counsel is able to mini-mize outside legal costs by providing legal advice **letter to clients advising of law office's closing** - letter to clients advising of lawyer's retirement - law firm continuing (date) re: [name of case] dear [name of client]: after \_\_\_\_\_ years of practice, i am retiring from the practice of law. after [date] i will no longer accept new legal matters. it has been both my pleasure and my honor to have ... letter to clients advising of law office ... **sample file retention policy - nysba** - sample law office file retention/destruction policy general caution to attorneys this sample law office file retention/destruction policy is intended only for general informational purposes. no one formation of policy can cover all situations for all law firms, and there is no intent that this sample policy represents such an effort. **sample attorney fee agreement (limited ... - kinsey law** - sample attorney fee agreement (limited representation) note: the following attorney fee agreement form is a sample only and provides for document preparation in california civil cases plus 2 hours of attorney time for consultation with client, document review, and legal research if necessary for a flat fee of \$1,000. **virtual law practice: bootstrapping a young lawyer's practice** - virtual law practices can range from a purely online experience to a traditional law office offering client portals as a courtesy for existing clientele. this article by stephen a. cooley virtual law practice bootstrapping a young lawyer's practice michigan bar journal november 2015 30 young lawyers **client intake - hifi** - client intake beware the bad news client screening is an important part of risk management. sometimes the best way to prevent a claim is to decline to represent a potentially troublesome client in the fi rst place. all seasoned practitioners know there are some prospective clients who are best shown the door. **the monster called file retention - virginia state bar** - the former client the lawyer may destroy items whose retention is not required by law and is not reasonably necessary to the client's future legal representation. 6. a lawyer should take special care to preserve, for five years after the end of the representa - **retainer agreement - legal services of north dakota** - retainer agreement this agreement acknowledges the employment of the law office, and (hereinafter "attorney") by (hereinafter "client") and the fee arrangement by which attorney will represent client in the following matter or proceeding: divorce.

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