

# Attorney Client Fee Agreement

Written contract establishing the financial terms, scope of services, and mutual obligations between attorney and client

**Important Notice:** This agreement establishes the terms of the attorney-client relationship. Please read all sections carefully before signing. Written fee agreements are required in most states for matters exceeding certain thresholds.

## 1. Attorney Information

### Attorney/Firm Name\*

Law Office of Jane Smith

### Bar Number\*

123456

### State of Licensure\*

California

### Office Address\*

123 Main Street, Suite 100, City, State ZIP

### Phone Number\*

(555) 123-4567

### Email Address\*

attorney@lawfirm.com

## 2. Client Information

### Client Full Legal Name\*

John Michael Doe

### Client Type\*

-- Select Type --



### Business Name (if applicable)

ABC Corporation

### Mailing Address\*

456 Oak Avenue, City, State ZIP

### Phone Number\*

(555) 987-6543

### Email Address\*

client@email.com

### Preferred Contact Method

-- Select Method --



### 3. Scope of Legal Services

#### Legal Matter Type\*

-- Select Matter Type --



#### Description of Legal Matter\*

Describe the specific case, transaction, or legal issue...



#### Services Included\*

List specific tasks attorney will perform (e.g., document drafting, court appearances, negotiations)...



#### Services Excluded

List any services NOT covered by this agreement (e.g., appeals, post-judgment matters)...



**Notice:** This agreement covers only the legal matter described above. Any additional or related matters require a separate written agreement.

## 4. Fee Structure

### Fee Arrangement Type\*

-- Select Fee Arrangement --



### Attorney Hourly Rate

\$350 per hour

### Associate/Paralegal Rate

\$150-250 per hour

### Flat Fee Amount

\$2,500

### Contingency Percentage

33.33%

### Contingency Calculation Basis

Describe how contingency is calculated (gross recovery, net after costs, etc.)...



### Fee Estimate Range (if hourly)

\$5,000 - \$15,000

**Notice:** Client acknowledges that alternative fee arrangements may be available. For contingency matters, this fee structure has been explained and client consents to this arrangement. Contingency fees are prohibited in criminal defense and certain domestic relations matters.

## 5. Retainer and Advance Payment

### Retainer Required\*

-- Select --



### Retainer Type

-- Select Type --



### Initial Retainer Amount

\$5,000

### Minimum Balance (for evergreen)

\$2,000

### Replenishment Terms

Describe when and how retainer must be replenished...



**Notice:** Advance fee deposits are held in the attorney's client trust account and remain client property until earned. Unearned fees will be refunded upon termination. True availability retainers, if applicable, are earned upon receipt for securing attorney's availability and are non-refundable.

## 6. Billing and Payment Terms

### Billing Frequency\*

-- Select --



### Payment Due\*

-- Select --



### Accepted Payment Methods\*

- Check
- Credit Card
- Bank Transfer/ACH
- Cash
- Online Payment Portal

### Late Payment Interest Rate

1.5% per month

### Grace Period for Late Payment

10 days

**Notice:** Failure to pay invoices may result in suspension or termination of services, subject to applicable rules of professional conduct regarding client protection.

## 7. Costs and Expenses

### Client Responsible for Costs\*

-- Select --



### Common Reimbursable Expenses

- Court Filing Fees
- Service of Process
- Deposition/Court Reporter Fees
- Expert Witness Fees
- Travel Expenses
- Copying/Printing
- Postage/Delivery

### Expense Billing Method

-- Select --



### Pre-approval Threshold

\$500

### Additional Expense Terms

Describe any special arrangements for costs...



**Notice:** All expenses will be billed at actual cost without markup unless otherwise disclosed. Client will receive itemized expense statements with each invoice.

## 8. Client Responsibilities

### Client Agrees To\*

- Provide truthful and complete information
- Respond promptly to attorney communications
- Attend scheduled appointments and court dates
- Pay invoices according to agreement terms
- Keep attorney informed of address/contact changes

### Additional Client Obligations

List any matter-specific client responsibilities...

## 9. Communication and Reporting

### Primary Communication Method\*

-- Select --



### Status Update Frequency

-- Select --



### Response Time Expectation

-- Select --



## 10. File Retention and Records

### File Retention Period After Closure\*

-- Select --



### File Return Upon Termination\*

-- Select --



### File Destruction Notice

-- Select --



## 11. Termination of Representation

### Client Termination Rights\*

- Client may terminate at any time for any reason
- Written notice required
- Fees for services rendered remain due

### Attorney Withdrawal Grounds\*

- Non-payment of fees
- Failure to cooperate
- Conflict of interest discovered
- Client insists on unethical conduct
- Other good cause

### Fee Handling Upon Termination

Describe how fees and unearned retainer will be handled...

**Notice:** Upon termination, attorney will take reasonable steps to protect client's interests, including providing reasonable notice and returning unearned fees and client documents. Attorney withdrawal is subject to court approval if litigation is pending.

## 12. Dispute Resolution

### Dispute Resolution Method\*

-- Select --



### Arbitration Binding

-- Select --



### Dispute Resolution Location

County of [location]

**Notice:** This agreement does not waive client's right to file a grievance with the state bar. Many state bars offer free or low-cost fee dispute resolution programs.

## 13. Additional Terms

### Additional Terms or Conditions

Enter any special arrangements, modifications, or additional provisions...



### Governing Law

State of [state]

## 14. Acknowledgment and Signatures

### Client Acknowledgments\*

- I have read and understand this entire agreement
- I have had the opportunity to ask questions
- I understand the fee arrangement and billing terms
- I received a copy of this agreement

### Agreement Effective Date\*

dd/mm/yyyy



### Client Signature

### Client Printed Name

### Client Signature\*

### Date\*

---

Signature of Client

---

Date Signed

### Attorney Signature

### Attorney Printed Name

**Attorney Signature\***

**Date\***

---

Signature of Attorney

---

Date Signed