

NEW CLIENT CONSULTATION INTERVIEW FORM

DATE: _____

NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

WORK PHONE: _____

FACSIMILE: _____

EMAIL ADDRESS: _____

WHAT IS THE BEST WAY TO CONTACT YOU? _____

EMPLOYER: _____ OCCUPATION: _____

BUSINESS ADDRESS: _____

MARITAL STATUS: Married Single Divorced Widowed Separated

CURRENT SPOUSE'S NAME (if applicable): _____

HAVE YOU EVER BEEN REPRESENTED BY AN ATTORNEY BEFORE? _____

IF YES, PLEASE STATE THE CIRCUMSTANCES:

HOW DID YOU LEARN OF OUR OFFICE?

Who Can We Thank For Your Referral to Our Office? _____

A Friend. Yellow Pages State Bar Referral

Internet Search (Google, Yahoo, Other): _____ (please specify)

Former Client Craig's List Other (please explain) _____

Nolo.com Medlawplus.com

NAME OF TENANT(S): _____

ADDRESS OF LEASED PROPERTY: _____

MONTHLY RENT: _____

DUE DATE: _____

AMOUNT OF RENT OWED (IF ANY): _____

AMOUNT OF SECURITY DEPOSIT PAID: _____

LATE CHARGES OWED (IF ANY): _____

IS THE LEASED PROPERTY IN A **GATED** COMMUNITY? _____. If yes,

please provide our office with the Gate Code.

***Please provide our office with a copy of the lease agreement, any and all correspondence with your tenant, any prior notices served to your tenant, etc. Please also provide our office with any additional information which you believe may be relevant to this case.

REASON FOR TODAY'S APPOINTMENT/CONSULTATION:

Please classify your urgency in concluding this matter? (Check One)

- Critical – Personal safety or continuation of business depends on it.
- Very Important – Severe hardship, personal or financial inconvenience if matter is not resolved quickly.
- Important – Matter interferes with business or personal financial stability.
- Needs to be done, but no immediate hardship in the interim.
- Just thought I'd see if it was worth pursuing, but I'm not counting on anything.
- Just wanted to know what my rights are. I'll then let you know after I think about it.

HOW WILL YOU PAY FOR YOUR ATTORNEY'S FEES IN THIS MATTER?

- Check today Cash today Credit Card

PLEASE READ CAREFULLY & SIGN BELOW

Following your initial interview, if you agree to hire LAW PRACTICE, LTD., and LAW PRACTICE LTD., agrees to represent you, you will both sign a Legal Representation Agreement. The Legal Representation Agreement will set forth the terms and conditions of representation.

If LAW PRACTICE, LTD., is willing to represent you and you decide not to sign a Legal Representation Agreement today, you are strongly urged to schedule a second appointment with LAW PRACTICE LTD., at the earliest possible time or to immediately consult with other legal counsel to protect your rights.

NOTICE: LAW PRACTICE LTD., does not represent you with regard to the Matters set forth by you herein in this information sheet or discussed during your Consultation, **unless and until** both you and LAW PRACTICE LTD., execute a Written Agreement for Legal Services (i.e. Legal Representation Agreement).

If LAW PRACTICE LTD., does not agree to represent you, this includes not representing you with regard to the matter set forth by you on this information sheet, or any other matters you may discuss with LAW PRACTICE LTD., or any of its Attorneys during your consultation. If your legal problem(s) involve a potential lawsuit, it is important that you realize a lawsuit must be filed within a certain period of time called a Statute of Limitations. Therefore, LAW PRACTICE, LTD., strongly urges you to **immediately** consult with another attorney to protect your rights. The decision by LAW PRACTICE, LTD., not to represent you should not be taken by you as an expression regarding the merits of your case.

Your signature below acknowledges only that you received a copy of this completed information sheet and does not mean that you have hired LAW PRACTICE LTD.

SIGNATURE: _____

DATE: _____

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT FOR LEGAL SERVICES ("Agreement") is made this 20th day of November, 2009, at Las Vegas, Nevada, by and between _____, hereinafter designated as "CLIENT" and LAW PRACTICE, LTD., hereinafter designated as "ATTORNEY."

1. CLIENT retains ATTORNEY to represent CLIENT in connection with the following Eviction Matter:
Name of Tenant(s): _____
Address of Property: _____
2. CLIENT acknowledges that the scope of this Agreement **does not** include any additional legal services except for those services which are set forth in this Agreement.
3. In consideration for the legal services to be rendered by ATTORNEY to CLIENT, CLIENT agrees to pay ATTORNEY as follows:

a) **Fees:** A Flat Fee in the sum of \$195.00 for attorney's fees plus advance costs in the sum of \$295 (Constable Fees, Justice Court Filing Fees, Court Runner charges, Locksmith charges). In the event that the actual costs exceed the amount paid, CLIENT shall be responsible to reimburse ATTORNEY for additional costs advanced by ATTORNEY. Said fee will include the preparation and service of 5 Notice To Pay Rent or Quit or 30 Day Notice to Quit (no cause eviction), preparation and filing of the Affidavit of Complaint for Eviction; Preparation and Filing of the Order for Eviction; Preparation and delivery of Instructions to the Constable, court filing fees, process server fees, Constable fees associated thereto, and the locksmith charges. (Should your tenant pay you the rent after the Notice to Quit has been served, you must notify ATTORNEY immediately).

b) **Cancellation Fees:** Should the eviction be canceled by CLIENT after the Notice to Quit has been served, but prior to the action having been filed with the Court, ATTORNEY shall retain the sum of \$100.00 plus any costs incurred, and ATTORNEY shall return the unused balance of the initial retainer to CLIENT. Should the eviction be cancelled after the eviction action has been filed with the Court, no fees or costs shall be refunded. _____ [Initial]

c) **Expedited Service Fee:** Should CLIENT wish the eviction to be processed on an expedited basis, CLIENT will pay an additional \$85.00 for special courier services.

ACCEPT _____ DECLINE _____

d) **Court Appearance Fee:** Should this action be contested requiring a Court Appearance by ATTORNEY, CLIENT shall pay ATTORNEY a flat fee in the sum of \$500.00 per court appearance. _____ [Initial]

- e) Should ATTORNEY be required to perform additional legal services on CLIENT'S behalf which are not contemplated by the scope of this Agreement, ATTORNEY shall advise that said additional work is required and, upon CLIENT'S agreement, CLIENT shall pay ATTORNEY for such services at the following hourly rates:

ANN E. KOLBER, ESQ.	\$250.00/HOUR
ASSOCIATE ATTORNEY	\$200.00/HOUR
PARALEGAL/LAW CLERK	\$ 95.00/HOUR
LEGAL ASSISTANT	\$ 50.00/HOUR

_____ [Initial]

CLIENT shall be billed by ATTORNEY for legal services performed by ATTORNEY and costs incurred on CLIENT'S behalf, and CLIENT shall be sent monthly billing statements. CLIENT shall pay ATTORNEY for legal services and costs billed on statements received by CLIENT within **fourteen (14) days** of the date of said billing statement. CLIENT shall execute a credit card authorization form to be kept on file which authorizes ATTORNEY to charge CLIENT's credit card for any unpaid fees and costs due and owing should CLIENT fail to timely pay ATTORNEY within said 14 day period as set forth herein. _____ [Initial]

4. CLIENT shall be charged a fee of \$35.00 for any NSF check returned. CLIENT shall be charged a late charge of \$50.00 per month for any unpaid fees and costs which have not been paid when due pursuant to this Agreement. _____ [Initial]
5. All questions or objections regarding any billing must be made by CLIENT in writing within thirty (30) days of billing or CLIENT will be deemed to have waived such objection. _____ [Initial]
6. CLIENT shall advance and pay to ATTORNEY all out of pocket expenses, including but not, filing fees, Federal Express Charges, certified mail charges, postage, copying charges, courier/delivery charges, process server charges, locksmith charges, and other disbursements made in connection with this matter. _____ [Initial]
7. Fees billed by ATTORNEY on an hourly basis shall include, but shall not be limited to, drafting and review of pleadings, drafting and review of correspondence, conducting legal research, meetings and conferences, court appearances, and all other efforts on CLIENTS' behalf. _____ [Initial]
8. Should CLIENT replace ATTORNEY as counsel in this matter for any reason, other than ATTORNEYS failure to perform the duties and obligations set forth herein, ATTORNEY shall be entitled to the reasonable value of ATTORNEYS' services at the hourly rate of \$250/hr. plus costs incurred. In the unlikely event that CLIENT wishes to make a claim against LAW PRACTICE, LTD., for malpractice or similar claims, CLIENT agrees that the laws of the State of Nevada shall govern the construction and interpretation of this Agreement. _____ [Initial]

9. CLIENT agrees to do all that is necessary to provide ATTORNEY with information requested by ATTORNEY concerning this matter.
10. ATTORNEY, at ATTORNEY'S sole discretion, may withdraw from the representation of CLIENT at any time, but that withdrawal shall not affect ATTORNEY'S right to be compensated for fees and costs already incurred. If ATTORNEY withdraws because CLIENT is uncooperative, ignores ATTORNEY'S advice, or has failed to pay ATTORNEY fees and costs in a timely manner, ATTORNEY shall have a lien upon CLIENT'S file and papers until ATTORNEY is paid attorney's fees and costs incurred and CLIENT shall be responsible to any and all costs of collection including, but not limited to, attorney's fees, costs, interest, and collection fees. _____ [Initial]
11. CLIENT agrees to submit any dispute with respect to this Agreement to binding arbitration in Las Vegas, Nevada, in accordance with the rules of the American Arbitration Association or similar organization. _____ [Initial]
12. ATTORNEY shall use ATTORNEY'S best efforts with regard to the representation of CLIENT in this matter; however, ATTORNEY makes no guarantee to CLIENT regarding the success of this matter.
13. ATTORNEY will keep the records in CLIENT'S file for seven (7) years after this matter ends. After seven (7) years, ATTORNEY will then destroy the files in possession of ATTORNEY. If CLIENT would like any documents or material returned, CLIENT may request them at the close of this matter.
14. The efforts by ATTORNEY on CLIENT'S behalf shall be performed in the State of Nevada and elsewhere as needed. This Agreement shall be governed by the laws of the State of Nevada. Any and all legal action arising out of this Agreement shall be conducted in Clark County, State of Nevada. If any legal action is brought as a result of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

DATED: _____, 2009.

LAW PRACTICE, LTD.

CLIENT

Ann E. Kolber, Esq.
Attorney

CREDIT CARD AUTHORIZATION FORM

If you desire to pay for your legal fees and costs with your credit card, kindly complete, sign and return the Authorization as indicated below.

I, _____, HEREBY EXPRESSLY AUTHORIZE LAW PRACTICE, LTD., to charge my Credit Card:

- Visa
- MasterCard
- American Express
- Discover

Card # _____

(3 or 4 Digit Number from back of credit card: (_____))

the sum of :

_____ \$490.00 [Regular Service]

_____ \$490.00 plus \$85.00=\$575.00 (Expedited Service]

The name as it appears on my credit card is:

The expiration date on my credit card is ___/___.

The billing address for my credit card is:

(Client Signature)

(Date)

(Print Name)