

**MARK A. PICKENS, P.C.**

**ATTORNEY AT LAW**

**NEW CLIENT INFORMATION AND ENGAGEMENT AGREEMENT**

(Please Print)

DATE: \_\_\_\_\_ MAP FILE NO: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

FULL NAME (SPOUSE): \_\_\_\_\_

SSN (SPOUSE): \_\_\_\_\_ DOB (SPOUSE): \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL (SPOUSE): \_\_\_\_\_ CELL (SPOUSE): \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_

EMPLOYMENT ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DETAILS OF CASE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Our law firm will represent you in connection with all matters involving the Specific Action you requested. Any information provided to us will be held in strict confidence subject only to discovery as provided by law.

Charges for services rendered by our attorneys will be billed to you at an hourly rate of \$295.00. Mark A. Pickens, Attorney at Law, will be primarily responsible for representing you. Charges for legal assistants will be billed to you at an hourly rate of \$195.00. A retainer may be required on files opened and will be determined by the type of law they represent.

In addition to our charges for professional services, you will be responsible for disbursements made by our firm on your behalf in connection with these matters. These may include necessary court filing costs, court reporting costs, witness fees and costs, and costs for expert consultations and testimony. You will also be responsible for certain services provided by and/or incurred by our firm, **many** of which are listed below:

Document Preparation, Review & Updating.....	Actual Cost in Time
Title Search.....	Actual Cost (Typically \$200-\$350)
Computer Research/Program Fees.....	Actual Cost in Time plus Fixed Costs (Varies by Program)
Court Filing/Convenience Fees.....	Actual Cost
Special Process Service.....	Typically \$75.00 to \$150.00
Publication.....	Actual Cost
Guardian ad Litem.....	Actual Cost (Set by the Courts)
Court Hearings/Status Conferences.....	Actual Cost in Time/Travel
Faxes.....	\$1.50/page
Copying.....	\$0.45/page
Postage/Shipping (USPS, UPS, FedEx).....	Actual Cost
Travel/Delivery.....	Current IRS Allowance/mile plus expenses (Parking, etc.)
Probate/Recording.....	Actual Cost

From time to time it may become necessary to incur other expenses on your behalf. In such cases, we will pass along the actual cost to you. We assure you that we attempt to keep these situations to an absolute minimum.

Statements detailing time, disbursements and in-house services will be available monthly, upon request. The billing records from which our statements are prepared will also be made available for your examination at that time. Replenishing of the retainer will be necessary periodically, monthly at most, depending upon the expenditures associated therewith. Our statements for fees and disbursements are payable promptly. In addition, you agree to pay a reasonable attorney fee if collection is necessary for failure to pay on your account with our firm.

Sincerely,

**MARK A. PICKENS, P.C.**

Mark A. Pickens

**I (WE) HEREBY ACCEPT THE TERMS OF THIS AGREEMENT AS REFERENCED ABOVE.**

CLIENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE (SPOUSE): \_\_\_\_\_ DATE: \_\_\_\_\_