

NEW CLIENT INFORMATION AND FEE AGREEMENT

GOOD, BUCY, ELSON & DRESCHER

ROBERT W. GOOD & SCOTT C. BUCY, ATTORNEYS AT LAW

The information below is required for legal work, to help ensure continued contact, and to avoid "conflicts."

Name: _____ DOB: ____/____/____
(First) (Middle) (Last) (month) (day) (year)

Address: _____
(Street, City, State, Zip Code)

Phone (main): _____ Can we leave messages for you at this number?: YES NO

Phone (alternate): _____ Can we leave messages for you at this number?: YES NO

Email: _____ (a personal email is preferable to a work email for confidentiality)

Is this a **confidential** email that only you have access to? YES NO

Do you have legal insurance? YES No

Your Employer: _____

How did you hear about us? (website, phonebook, friend, other): _____

Were you a previous client of the law office of Drescher, Elson, Sperber? ____ yes ____ no

Nature of Legal Work Needed: _____

During the course of our legal representation of you, we will need to send letters, legal documents and other correspondence to you for your review and for your records. All correspondence, including billing statements and invoices will come to you via the email address you have provided, unless you check the box here: **I prefer to receive correspondence by mail:**



INFORMATION OF SPOUSE/PARTNER (IF APPLICABLE. THIS MAY ALSO BE A FORMER SPOUSE/PARTNER):

Name: _____ DOB: ____/____/____
(First) (Middle) (Last) (month) (day) (year)

Email: _____ Phone: _____

Our law office offers a \$100 reduced-fee one-hour consultation with attorney Scott Bucy for **family law clients** due at the time of appointment. Initial consultation fees for all other matters are billed at the attorney's regular hourly rate, with a 30-minute minimum for all consults. Once our office is retained, legal services are billed at 1/10 of an hour increments at the following hourly rates:

Robert W. Good-\$285 • Scott C. Bucy-\$230 • Legal Assistant-\$135

****All attorney time spent on your case is billable. Only certain legal assistant time is billable (e.g. time-consuming projects such as putting together trial notebooks, locating witnesses, reviewing discovery).***

Unless this matter is accepted on a Flat Fee basis or another payment arrangement has been made, I agree to pay for legal services at the above rates, as well as court costs and other related fees incurred in my legal matter. I also understand that payments are due and payable upon receipt of the monthly billing statement and are considered overdue thirty (30) days after the date of the billing statement. Interest at 6% per annum accrues on balances 30 days past due.

Signature

Date

PRIVACY POLICY, FILE MAINTENANCE AND TRUST ACCOUNT NOTICE

1. **Notice.** Attorneys who provide legal services involving financial matters of clients are now required by federal law to inform their clients of their policies regarding the privacy of client information. The purpose of this notice is to explain what we will be doing with the financial information that you provide to us, and the ways that we will protect your privacy.

We do not disclose any nonpublic personal information about you to anyone, except as necessary to provide you with the legal services that you have requested. Our policies and procedures with respect to confidentiality have not changed. As Oregon attorneys, we are bound by the Oregon Code of Professional Responsibility. This Code governs our conduct and, among other things, requires us to protect your confidentiality. These professional standards are even more stringent than those now required by federal law. Therefore, we have always protected your right to privacy and will continue to do so; however, federal law now also requires that we let you know how we are protecting your privacy.

2. **Types of Nonpublic Personal Information We Collect.** We collect nonpublic personal information about you that is provided to us by you or obtained by us in the course of providing you with legal services that you have requested. This information, in some cases, includes information about your personal finances and property.

3. **Disclosure of Information.** We may disclose nonpublic personal information about you only to individuals or entities necessary in order to provide you with the legal services that you have requested. For instance, our staff may have access to your nonpublic personal information in order for us to efficiently provide you with the legal services you have requested. In some situations we may provide information to another party involved in the legal matter on your behalf (such as your accountant, realtor, or insurance company) in order to obtain information or assist in providing the legal services you have requested. We do not disclose any nonpublic personal information about you to anyone, except as is necessary in order to provide you with the legal services that you have requested.

4. **You Have The Right to Prohibit Disclosure.** If for any reason you do not want us to provide nonpublic information about you to other parties in the course of providing you with legal services, you may direct us not to make those disclosures. If you wish to direct us not to disclose information, please inform us immediately by contacting our legal assistant at (541) 482-3763. Alternatively, you may send us a letter informing us of your wishes on the subject.

5. **Your Privacy Is Important to Us.** We retain records and files relating to the professional services you have asked us to provide. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with the Code of Professional Responsibility that governs our profession.

6. **File Maintenance and Communication.** We will advise you about the progress of your case and will furnish you with copies of all correspondence and other documents related to your case. As your case progresses, please call us at any time to discuss your thoughts and concerns about it. Be assured that we will do our best to be sensitive to your needs and concerns and will put forth our best efforts to help you. We will send you information and correspondence throughout the case. These copies will be your file copies. We will also keep the information in our file. When we have completed all the legal work necessary for your case, we will close our file and return original documents to you. We will then store our file for approximately 10 years. We will destroy the file after that time unless you tell us differently now.

7. **Refund of Unused Funds.** If at the conclusion of your case, there are still available funds in your trust account, you will be refunded the remaining balance at the next billing cycle. If at any time, there is a breakdown in the attorney-client relationship, whether on the part of the attorney or the client and our relationship is ended abruptly, or you choose to seek other counsel, your trust account balance will be refunded at the next billing cycle.