**CLIENT CONTACT AGREEMENT**

**In an effort to assure all Clients concerns are answered, clients are instructed NOT to call the office, but to email us at:** [**LAWGROUPMAIL@YAHOO.COM**](mailto:LAWGROUPMAIL@YAHOO.COM)

**For all questions related to:**

**\*COURT**

**\*CASE STATUS**

**\*PAYMENTS**

**\*ADJOURNMENTS**

**\*APPOINTMENTS**

**\*CASE DISCUSSION**

**\*RESULTS**

**All inquiries will be answered in writing in a reasonable time frame. This policy has been instituted to assure better client service and satisfaction.**

**Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Client]

**AGREEMENT TO PROVIDE LEGAL SERVICES**

**In [Name of Court] Municipal Court**

THIS AGREEMENT, dated [Date] is made between [Client] as the “Client” and The Stabile Law Firm, LLC, hereafter referred to as the “Law Firm.”

\*\*\*\***IT TAKES 4-6 WEEKS FOR THE COURT TO SCHEDULE A NEW DATE FOR YOUR CASE\*\*\*\*\***

            1. SUBJECT MATTER OF AGREEMENT

1. The “Law Firm” will represent the client in the following matter(s):

[Complaint numbers]

This Agreement does not obligate the “Law Firm” to appeal on behalf of the client. If the client wishes to appeal, and the “Law Firm” agrees to represent the client, an additional agreement will be entered into for that purpose.

2. LEGAL SERVICES TO BE RENDERED

            a. The legal services to be provided include all necessary court appearances, legal research, investigation, correspondence, preparation of legal documents, trial preparation and all related work required to properly represent the client in this matter.

            b. The above legal services will be performed as needed by the “Law Firm” and without need for consultation with or authorization from the client.

3. LEGAL SERVICES NOT COVERED BY THIS AGREEMENT

This agreement requires that the law firm represent the client with respect to the above subject matter only. Any other matters, except those incidentals to and necessarily included with the above matter, must be the subject of a separate agreement between the “Law Firm” and client.

  4. CALCULATION OF LEGAL FEES

            Client agrees to pay the law firm a non-refundable **flat fee of $[Fee] plus costs** to negotiate a plea.  Costs may include, but are not limited to, the cost of discovery; transcript fees; and expert fees.   **If you elect to pursue a trial, the fee for trial preparation will be an additional $2,000.00 for DUI and Quasi-Criminal cases. Traffic matters that go to trial are billed at $1,000.00 for actual trial fee with the exception of Superior Court matters that will be billed at $400. Per hour.   If a motion is filed, an additional fee of $500.00 will be charged.**

Additionally, if the client fails to appear at any scheduled Court date, the attorney can charge an additional $200.00 appearance fee (not answering texts or calls or emails). If there is an outstanding balance seven (7) days before the scheduled court appearance, the client authorizes the “Law Firm” to charge the remaining balance to his credit or debit card on file without further notification and/or approval. Client agrees to the payment schedule agreed upon at the onset of retaining the Firm.

This agreement is for the summons listed in Paragraph 1.  If the Attorney arrives at court and other summons or complaints are listed on the docket that are not disclosed to Law Firm, an additional fee will be charged for those summons or complaints.

5.      CONTRACTUAL RELATIONSHIP

“Law Firm” solely owes a legal duty to the Client regardless if a third party has paid any portion of Client’s fee.  In the event that a third party pays any portion of the aforementioned fee owed by the Client, a contractual financial obligation and relationship is hereby established between the “Law Firm” and third party.  In the event that the client defaults on paragraph 4 of this agreement, said third party agrees to act as a surety with respect to the fees owed by the client.  By entering this agreement, Client affirms that they have given third party adequate notice and the third party has freely and voluntarily acknowledged said surety relationship.

6. AUTHORIZATION AND DECISION MAKING

The “Law Firm” is authorized to take all actions which the law firm deems advisable on behalf of the client. The “Law Firm” agrees to notify the client promptly of all significant developments in this matter and to consult with the client with respect to any significant decisions related to those developments.

             7. CLIENT’S RESPONSIBILITY

            The client must fully cooperate with the “Stabile Law Firm” in this matter. The client must provide all information relevant to the subject matter of this agreement. Failure of the client to bring documents to court which is critical to a successful outcome may result in an additional fee of $200.00 per additional appearance at the Firm’s discretion. These documents include but are not limited to: driver’s license, vehicle registration, insurance card, driving abstract and restoration documents from the motor vehicle commission. If a client fails to cooperate with the Law Firm, client consents to Law Firm’s withdraw of appearance on behalf of client.

            In the event a plea is acquired and client is advised and provided with the plea and/or affidavit or fine amount, our representation is concluded and our file is closed.  It is the client’s responsibility to pay the fine/court costs.  If client fails to follow instructions, our firm will not be responsible and will not reappear without being retained to address any issues that may arise.

             8. NO GUARANTEED RESULT

            The “Law Firm” shall act on behalf of the client in a courteous, conscientious and diligent manner at all times to achieve solutions which are reasonable and just for the client. However, the “Law Firm" does not guarantee or predict what the final outcome of this matter will be.

9. SUPERVISING COUNSEL

            The client understands that the “Law Firm” employs several attorneys and attorney assignment to the client’s case will be made by the “Law Firm”. The client further understands that the “Law Firm”, on occasion, refers cases to other competent attorneys who are more familiar with a given Court and that on those occasions the referred to “Law Firm” will share in the fee paid by the client.

10. TERMINATION OF SERVICES

            The “Law Firm” may terminate this agreement if the client is in breach of its obligations under this agreement or if the “Law Firm” is otherwise required to do so in accordance with the rules of professional conduct governing attorneys.  Should the client terminate this agreement, and a dispute arises thereon, it is agreed that the “Law Firm” is entitled to minimally receive a fee of $350.00 per hour for time expended on client’s behalf.

11. INFORMATION TO BE MADE AVAILABLE TO THE CLIENT

            The “Law Firm” agrees to make every effort to inform the client at all times as to the status of the matter and as to the acts which are being taken on behalf of the client. The “Law Firm” will make the file available to the client and when possible, will send copies of the material to the client at the client’s expense.

Client understands that matters may be resolved expeditiously or may take a long time. Client further understands that attorneys may want to delay their case for tactical reasons and client agrees to be patient and allow the attorneys to do what they believe is the right course of action in getting the most positive result.

            12. COMPLETE AGREEMENT

            This writing includes the entire agreement between the client and the law firm regarding this matter. This agreement can only be modified with another written agreement signed by the client and the law firm. This agreement shall be binding upon both, the client and the law firm and their respective heirs, legal representatives and successors in interest.

13. ACKNOWLEDGMENT OF TERMS

            Client hereby acknowledges that this agreement can be delivered to Client via email, fax, or regular mail.  Client further acknowledges that if agreement is delivered to Client via email, Client agrees to the terms as written by opening the email and reading the agreement even if Client does not physically sign the agreement.

14. SIGNATURES

            Both the client and the “Law Firm” have read and agreed to this agreement. The “Law Firm” has provided the client with answers to any questions and has further explained this agreement to the complete satisfaction of the client. The client has also been given a copy of this agreement.

**LETTERS WILL NOT BE SENT TO THE COURT WITHOUT SIGNED RETAINER AGREEMENT BEING SENT BACK TO THE LAW FIRM.**

The Stabile Law Firm, LLC.

/s/ Steve Stabile

For: Stabile Law Firm, LLC.                          [Client Name]

**CLIENT RESPONSIBILITIES AGREEMENT**

I, [Client Name] having retained the services of the Stabile Law Firm, LLC., (hereinafter referred to as the “Law Firm”) in connection with matter(s) pending in: East Rutherford Municipal Court(s), hereby agree to comply with the following:

1. I must notify the “Law Firm” as soon as I receive a court notice.  Also, I must call to confirm court date two (2) days prior to date. If my phone number, email address or address changes, I must notify the firm and the court immediately.
2. I must arrive on time to Court and inquire with Court staff as to check-in procedure (unless case is being handled by affidavit). I understand that the attorneys may have other courts and may be delayed on arrival to Court.  I should, if asked by Court personnel or judge, indicate that I am pleading Not Guilty and that I am represented by an attorney. Must attend ZOOM hearings.
3. I must bring at the very least $200 to Court for possible fines.
4. If I am charged with a Driving While Suspended, I must contact the Motor Vehicle Commission at 609-292-7500 and take all necessary steps to restore my license. I must bring proof in writing from the Motor Vehicle Commission that I am restored and/or in good standing regarding surcharges.
5. If I am charged with any offense pertaining to Driver’s License, Registration and/or Insurance, I must bring original documents to Court.
6. I acknowledge that if I fail to appear at a scheduled Court date, the Law Firm will charge me an additional appearance fee of $200.00 unless case is done by affidavit.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Clients Name]