

ELIZABETH A.B. GOREE, ESQ

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1420 W Airline Hwy #403

Laplace, LA 70068

November 3, 2019

PROSPECTIVE CLIENT NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

RE: Engagement of ELIZABETH GOREE, ESQ by [REDACTED]
("Client") concerning [REDACTED] (the "Matter")

Mr./Mrs. CLIENT'S LAST NAME:

You have asked me to represent the Client in connection with the referenced Matter. I/We agree to undertake such representation and this letter, when accepted by you in the space provided below, will constitute our agreement to represent the Client in connection with the Matter on an hourly fee basis as set forth in the enclosed Exhibit "A."

I/We will endeavor, subject to casualties beyond its control, to retain and maintain the major components of any legal files related to its representation of you in connection with the Matter for a period of at least three (3) years following the conclusion of the Matter. However, you are ultimately responsible for maintaining your own copy of any documents forwarded to you by the Firm. Any abstracts of title will be returned to you when the Matter is concluded.

I/We will send a monthly statement to you reflecting amounts due and owing in connection with the representation. Payment in full of such amounts is to be made on or before the 30th day following the billing dates for each monthly statement unless other written stipulations exist.

A schedule illustrating the our current rates is attached as Exhibit "A." The rates are subject to change by us and we will try to notify you of any pending increase in our rates or charges within a reasonable time in advance of the effective date of such increase, if possible.

FIRM NAME

Mr./Mrs. CLIENT NAME

DATE

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I/We may, at its option, advance to you or on your behalf any costs and expenses of this representation, but is not bound to do so. Expenses incurred by us on your behalf to be reimbursed by you include, without limitation, long distance telephone calls, extraordinary delivery charges, photocopy charges at \$.10 per copy, all expenses advanced in connection with abstracting and travel charges and expenses incurred in connection with the representation.

As a condition to the undertaking of this engagement, you agree that the I/We may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to the Matter, even if the interest of such clients in those other matters are directly adverse to you. Your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as the result of the our representation of you, the I/We have obtained sensitive, proprietary or other confidential information that, if known to any such other client of ours, could be used in any such other matter by such client to your material disadvantage.

This engagement letter is a binding legal document with significant consequences. We expect to enter into a separate agreement for any representation on other matters in the future. However, any such matter will be governed by the terms and conditions of this engagement letter until another agreement or letter is executed.

Please feel free to contact us if you have any questions regarding the foregoing. If the foregoing meets with your acceptance and approval, please print the letter, sign in the space provided in the lower left-hand corner hereof and return this agreement to us via PDF email or regular mail.

Sincerely,

ELIZABETH A. B. GOREE

ACCEPTED, AGREED and APPROVED

this _____ day of _____, 20__.

By: _____

CLIENT NAME

Exhibit A

Elizabeth A. B. Goree, Esq.

Sample Billing Rate Schedule

1. Mediation has a rate of \$150 per hour
2. Civil matters have rates ranging between \$175.00 and \$225.00 per hour; except for contingency agreements whereby the rate will be 33 1/3rd of all winnings/settlements/money judgments obtained for client resulting from our representation.
3. Most Criminal matters are set at flat fees. In the event the matter requires additional research, filing and/or trial, the rates range between \$200.00-\$250.00 per hour.
4. Special Counsel have a billing rate between \$230.00 and \$290.00 per hour.
5. Outsourced Paralegals, Law Clerks and Investigators have a billing rate between \$75.00 and \$140.00 per hour.