

LC Legal Services, LLC

ATTORNEY AT LAW

3066 Zelda Rd, PMB 335, Montgomery, Alabama 36106 • Tel: 334-202-5111 • Fax: 404-393-9499 • Latrice@lclawal.com

WELCOME TO LC LEGAL SERVICES

Thank You for Choosing LC Legal Services, LLC

Dear Client,

Thank you for entrusting LC Legal Services, LLC with your legal matter. We understand that seeking legal assistance can feel overwhelming, and we appreciate the confidence you have placed in our firm.

Our goal is to provide responsive communication, knowledgeable legal representation, and an exceptional client experience from beginning to end.

REPRESENTATION OFFICIALLY BEGINS ONCE:

- Your Fee Agreement has been signed;
- Any required retainer has been paid; and
- We have confirmed acceptance of your matter.

We look forward to working with you.

Warmly,

Latrice Lee-Constant

Attorney at Law

YOUR NEXT STEPS

STEP 1

Sign your Fee Agreement.

STEP 2

Choose your preferred payment method.

STEP 3

Complete your intake forms (if applicable).

STEP 4

Once payment is received, we will begin work on your matter.

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PAYMENT OPTIONS

Option 1 — Secure Online Payment (Recommended)

Pay safely online using our secure Clio Payments portal. A secure payment link will be emailed or texted to you.

- ✓ Fast
- ✓ Secure
- ✓ Immediate confirmation

Option 2 — Cash, Cashier's Check, or Money Order

We gladly accept:

- ✓ Cash
- ✓ Cashier's Checks
- ✓ Money Orders

We do not accept personal checks.

OFFICE DROP-OFF

LC Legal Services, LLC

Office Address: (Insert address)

Office Hours: Monday – Friday, 9:00 AM – 5:00 PM

MAILING ADDRESS

If mailing payment:

LC Legal Services, LLC

3066 Zelda Rd, PMB 335, Montgomery, Alabama 36106

Please include your name and matter number.

Option 3 — Pay Later Financing

Need additional flexibility? Qualified clients may apply for financing through LawPay's Pay Later program.

Benefits may include:

- ✓ Monthly payments
- ✓ Quick application
- ✓ Fast approval decisions
- ✓ No need to delay your legal matter

Because financing creates additional processing costs for the Firm, clients who choose this option will incur a 5% administrative fee, which will be added to the amount financed. Financing is subject to approval by the financing provider. Please contact our office if you would like a Pay Later application.

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COMMUNICATION

Our goal is to respond to all communications promptly.

REACH US

Office Phone: 334-202-5111

Email: Latrice@lclawal.com

Office Hours: Monday – Friday, 9:00 AM – 5:00 PM

If this is an emergency involving imminent deadlines or court dates, please call our office.

CLIENT PORTAL

We encourage all clients to utilize the Clio Client Portal. Through the portal you may:

- ✓ Upload documents
- ✓ Review shared documents
- ✓ Send secure messages
- ✓ View invoices
- ✓ Pay invoices
- ✓ Track your matter

Portal invitations will be sent once your file has been opened.

WHAT HAPPENS NEXT?

After payment has been received:

- ✓ Your file will be activated.
- ✓ We will review your matter.
- ✓ You may receive requests for additional documentation.
- ✓ We will begin taking legal action appropriate for your case.

Please understand that every matter progresses at a different pace depending on the facts, court schedules, and third parties involved.

THANK YOU

Thank you again for choosing LC Legal Services, LLC. We are honored to serve you and look forward to helping you achieve the best possible outcome.