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Next

Practice Resource

Retainer agreement and information

Personal injury contingent fee

Dear [client name]:

Re: Accident of [date of accident]

Thank you for asking my law firm to help you with your claim against [name of defendant]. I enjoyed meeting you, and I hope that together we will achieve a good result.

You told me that you were injured in this accident on [date of accident]. This date is very important because we must start your law suit within two years of it. Please tell us immediately if this date is incorrect.

Two important documents enclosed

I enclose two important documents with this letter:

1. Contract for Legal Services and Fees (two copies)
2. Steps in a Lawsuit

Please read the *Contract for Legal Services and Fees* carefully. It details the work my firm will do and the fees we will charge based on the discussions we had at our meeting. If you are satisfied with the contract, **please sign and date one copy and return it to us** so that I can begin work for you.

Steps in a Lawsuit explains the basic steps most lawsuits go through as well as some legal terms. I will tell you about specific developments that occur as your case progresses, and discuss with you any significant decisions you must make.

Returning letters and phone calls

I try to return all telephone calls the same day they are received. If I'm in court or unable to call you, my secretary will return your call. Often you can get the information you need by asking to speak directly with [him/her].

Letters are sometimes a better way to communicate than telephone calls. Whenever you have important information to give us that is not urgent, put it in a letter if you can. I will do the same for you.

Updated: June 2010

1

Commission Agreement

This Commission Agreement (this "Agreement") is made effective as of _____, by and between _____, of _____, and _____, of _____, of _____.

A. _____ is engaged in the business of _____ will primarily perform the job duties at the following location: _____.

B. _____ desires to have the services of _____.

C. _____ is willing to be employed by _____.

Therefore, the parties agree as follows:

1. EMPLOYMENT. _____ shall employ _____ as a(n) _____ shall provide to _____ the following services: _____.

_____ accepts and agrees by such employment, and agrees to be subject to the general supervision, advice and direction of _____ and _____'s supervisory personnel. _____ shall also perform (i) such other duties as are customarily performed by an employee in a similar position, and (ii) such other and unrelated services and duties as may be assigned to _____ from time to time by _____.

2. BEST EFFORTS OF EMPLOYEE. _____ agrees to perform faithfully, industriously and to the best of _____'s ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Agreement, to the reasonable satisfaction of _____. Such duties shall be provided at such place(s) as the needs, business, or opportunities of _____ may require from time to time.

3. COMPENSATION OF EMPLOYEE. As compensation for the services provided by _____ under this Agreement, _____ will pay _____ an annual salary of \$0.00 payable in accordance with _____'s usual payroll procedures. Upon termination of this Agreement, payments under this paragraph shall cease; provided, however, that _____ shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which _____ has not yet been paid, and for any commission earned in accordance with _____'s customary procedures, if applicable. Accrued vacation will be paid _____.

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