

Thank you for taking the time to complete our interview information form. There is no fee for the initial consultation as a courtesy to allow you to explain the matters you or a loved one is facing. Once you have discussed the matter with an attorney, please be sure to speak with Laura or Deana before leaving.

Should you wish to retain our services, please be advised of the following office policies:

1. The retainer discussed today is for this pending matter only. The retainer is non-refundable.

Acceptable forms of payment: Cash, Check\*\*, Money Order, Certified Checks, and all major Credit Cards.

\*\*If you pay by check and the check is returned to our office for non-sufficient funds or the account is closed, you will be notified immediately. Should that occur, your personal check will no longer be accepted. Please note there is a \$35 fee for all returned checks.

2. You will be responsible for any out-of pocket costs, including but not limited to: costs for obtaining discovery, video, and driver history abstract. Should an expert witness be needed for your defense, that fee is separate from any quoted fee by the attorney. There is also a mandatory \$25 Administration Fee for postage, faxing, and copying costs, which you will be billed for separately.
3. Within the week, you will receive a package containing a blue folder. Enclosed within the package, you will find:
  - Fee agreement - sign and return in envelope provided;
  - Correspondences between the Firm and the courts, for your records;
  - Note pad/pen to record your questions for our next appointment to discuss your discovery(police reports);
  - Client letter to explain what to expect next and when to contact the office.
4. If your matter involved a traffic offense, the Firm will order a copy of your New Jersey Driver History. If you are licensed in another state, the Firm will request that State as well. You will be billed for the cost of the abstract(s).
5. If you receive a court date and you are not available on that date, please contact Laura immediately so the Court may be notified. If the Firm notifies you of a court date and you fail to appear in court and an attorney from this Firm appears, there is an additional charge of \$350 that must be remitted within five (5) days to the office.
6. A request will be sent to the police department where you were issued any warrants/summons. The reports can take from two (2) to six (6) weeks to receive, depending upon which agency you were arrested by. Upon receipt of the reports in this office, a copy

will be provided to you along with a letter requesting that you contact our office to make an appointment with your attorney.

7. Upon completion of your matter, you will receive a copy of your complete file on a disc to retain for your records. There is no charge for this copy, any additional electronic copies will incur a fee for reproduction.
8. Buddy is our office therapy dog. He is very friendly, but if you would like him restrained please let Deana or Laura know.

Please sign, print and date to indicate that you have read and understood the above.

X \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_