

## Attorney-Client Matters

Our volume for Attorney-Client volume consists of more than 30 forms, including letters, information sheets, attorney fee agreements, as well as other miscellaneous documents to help you establish and define the attorney-client relationship. Draft these automated forms and letters quickly and easily to define, establish, and manage your attorney-client relationships. These automated forms also make it easy for you to keep your clients informed and involved in their cases.

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### CHAPTER 1 - INSTRUCTIONS

- 1-15 Mandatory Client Notification of Grievance Process
- 1-20 Texas Lawyer's Creed

### CHAPTER 2 - INFORMATION WORKSHEETS

- 2-10 Client Information Form
- 2-15 Witness Telephone Interview Sheet
- 2-25 Witness Information Sheet

### CHAPTER 3 - LETTERS & NEW CLIENT FORMS

- 3-05 Letter to Confirm Appointment and Directions to Office
- 3-10 Letter to Prospective Client Declining Legal Representation
- 3-15 New Client Letter
- 3-16 Receipt for Client's Documents
- 3-17 Notice to Clients (regarding grievance process)
- 3-20 Transmittal Letter to New Client
- 3-25 Letter to Avoid Conflict of Interest
- 3-35 Letter Advising of Case Referral and Referral Fee
- 3-40 Letter to Witness Requesting Information
- 3-45 Letter Requesting Documents Under Public Information Act
- 3-50 Letter to Client - Confirming Decision Contrary to Legal Advice
- 3-55 Letter to Client - Confirming Decision Not to Contest Case
- 3-60 Letter to Client When Attorney Cannot Contact Client
- 3-63 Letter to Client - Advising in Favor of Offer
- 3-65 Letter to Client - Advising Against Offer
- 3-70 Letter Withdrawing as Attorney of Record Prior to Suit
- 3-75 Letter to Client - Demanding Payment on Account
- 3-80 Authorization for Release of Records - Medical and Billing (HIPAA)
- 3-82 Authorization for Release of Records - Financial Institution
- 3-84 Authorization for Release of Records - Employment
- 3-86 Authorization for Release of Records - General

### CHAPTER 4 - FEE AGREEMENTS

- 4-05 Attorney Fee Letter Agreement
- 4-10 Attorney Fee Agreement for Hourly Clients (Short form)
- 4-15 Attorney Fee Agreement for Hourly Clients
- 4-20 Attorney Fee Agreement for Contingency Cases
- 4-25 Pro Bono Representation Agreement

### CHAPTER 5 - RELEASE & CLOSING DOCUMENTS

- 5-25 Settlement Disclosure Statement and Acknowledgment
- 5-30 Settlement Disbursement and Release of Attorney
- 5-35 Release of Attorney Prior to Settlement or Distribution of Funds
- 5-50 Letter and Client Satisfaction Questionnaire