

LAW OFFICE OF HAMDİ RİFAİ

1035 Route 46 East, Suite 101
Notch View Office Plaza
Clifton, New Jersey 07013

Telephone 973/773-7377
Facsimile 973/773-3378

www.rifailaw.com

State & Federal Litigation
Personal Injury
Criminal Defense
Business Litigation
Matrimonial Matters

* Please refer to our file number

January 30, 2006

Mr. John Doe
1234 Main Street
Fictitious City, New Jersey

Re: *John Doe v. Jane Doe*
Docket Number:

Dear Mr. :

You have asked this firm to act as your attorney in the above captioned matter. It is our understanding that you wish to be represented in the above referenced matter.

This letter agreement shall become effective upon our receipt of a countersigned copy and the retainer fee set forth in paragraph 1.

1. You hereby agree to pay a non-refundable minimum retainer fee of \$_____. The minimum fee will be credited against the legal services as billed at the rate set in paragraph 3, plus court costs and disbursements in your matter as they accrue. It is specifically understood that this firm will retain the full \$_____ minimum retainer as a minimum fee.

2. Our firm will perform all legal work which may include research, investigation, correspondence, negotiations, preparation and drafting of agreements and other legal documents, and other legal services to properly represent you in this matter.

3. In consideration for the legal services to be rendered by our firm, you will pay a flat fee of \$_____ not inclusive of appeals and extraordinary work that may become necessary.

4. You will be billed periodically on a time-expended basis for accrued disbursements. You must fully cooperate with this law firm and provide all information relevant to the issues involved in this matter. You must pay all bills as required by this agreement. If you do not complete these requirements, we may withdraw from representing you or ask the Court for permission to withdraw in the event of litigation.

5. Disbursements include our out-of-pocket expenses, such as filing fees.

6. All bills are due and payable when rendered, and will accumulate a service charge of 1.5 percent per month if not paid in full within 15 days of the date of rendering. You will not receive an invoice for monthly payments and are expected to submit those payments without having first received a statement of account. Failure to make the monthly payments will result in a service charge of 1.5 percent per month if not paid in full within 15 days of the date each payment is due.

7. We shall keep you advised as your matter progresses.

8. This law firm agrees to provide you with conscientious, competent and diligent services, and at all times will seek to achieve solutions which are just and reasonable for you. However, because of the uncertainty of legal proceedings, the interpretation and changes in the law and many unknown factors, attorneys cannot and do not warrant, predict or guarantee results or a final outcome of any case.

9. In signing this agreement, you are acknowledging that you have fully and completely read this letter agreement and that we have answered all your questions and have explained the terms of this agreement to your complete satisfaction. You also acknowledge that you have been given a copy of this agreement.

10. This agreement shall become effective upon receipt by this office of the minimum retainer set forth in paragraph 1.

With best regards,

Law Office of Hamdi Rifai

By:

I hereby agree to be bound by the terms of this retainer agreement and to guarantee full performance of said terms, including but not limited to payment of any and all fees.
