

Bauer & Associates

ATTORNEYS AT LAW

A Professional Association

WELCOME TO BAUER & ASSOCIATES!

We look forward to assisting you with your legal needs. In order to effectively help you, we need to obtain certain information about you and provide you with information about our firm.

Please review our *Office Policies* that are attached. If you have any questions or concerns, please make sure to discuss those matters with the attorney.

For our records, you must complete and sign the *Client Information Sheet* attached. By signing this page, you confirm that the information is correct and that you accept our office policies. All information is confidential and subject to the attorney-client privilege.

Unless waived or reduced by the attorney, or the work being performed is based upon a flat fee (eg. estate planning), there is a fee of \$200.00 for the initial office conference.

We look forward to assisting you.

Kirk T. Bauer

Kirk T. Bauer



KIRK T. BAUER

Kirk T. Bauer is the founding partner of the firm and has been practicing law in DeLand, Florida for over thirty years. He concentrates his practice in business law, real property law, litigation, estate planning and probate. Mr. Bauer attended Stetson University and Stetson University College of Law.

He is a member of the American Bar Association, Florida Bar Association, and the Volusia County Bar Association (past President and Secretary), and is licensed to practice in all Florida Courts.

Mr. Bauer has practiced law in DeLand since 1985. He is involved in numerous community activities, serves on several advisory boards in the public and private sector, and is active in his church. He is an instrument rated private pilot who enjoys flying. Mr. Bauer is married and has four children and five grandchildren.

CLIENT INFORMATION SHEET

NAME _____ D.O.B. _____ SS# _____ - _____ - _____

NAME _____ D.O.B. _____ SS# _____ - _____ - _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

BUSINESS PH. _____ CELL PH. _____ HOME PH. _____

OTHER _____ FAX NO. _____

EMAIL ADDRESS _____

EMPLOYED BY _____

HOW DID YOU LEARN ABOUT BAUER & ASSOCIATES Attorneys at Law, P.A.?

___ Referral from a Friend: Who? _____

___ Referral from another Attorney: Who? _____

___ Yellow Pages: Which one? Real Yellow Pages, ___ Complete, ___ Other _____

___ Newspaper: Which one? _____ BEACON _____ Seniors Today _____

___ Internet: Which website? _____

___ Community Event or Other Advertising: Where: _____

___ Home Owners Association News Letter: Which One: _____

___ Home Owners Association: Which One: _____

DESCRIBE THE PURPOSE FOR YOUR APPOINTMENT:

METHOD OF PAYMENT YOU WILL BE USING TODAY:

CASH _____ CHECK _____ CREDIT CARD _____

The above information is correct.

I/We have read and agree to the attached *Office Policies* of Bauer & Associates.

Please sign.

Date: _____

Client

Client

OFFICE POLICIES

1. In most cases attorney fees are based upon the time spent by the attorney and legal assistants who work on your case. Fees are billed in increments of 1/10th of an hour, with a minimum of 2/10th of an hour, and billing invoices are typically submitted on a monthly basis. The hourly rate for Kirk T. Bauer, Esquire, is \$350.00 per hour; the hourly rate for Associates is \$225.00 per hour; and the hourly rate for the legal assistants is \$105.00 per hour.
2. In addition to attorney fees, you will be responsible for all costs and expenses associated with your case. These items include such things as court costs, recording fees, photocopy costs, and long distance telephone charges.
3. In most cases we will request that you pay a retainer to cover the initial cost for our services and costs associated with your case. The retainer is held in our trust account and amounts are withdrawn to pay the monthly invoice sent to you.
4. If we accept your case, you may be asked to further sign a Client Representation Agreement that details the terms and conditions for our services.
5. If your case is accepted, you are retaining our entire firm and not just the attorney primarily assigned to your case. It is our policy to provide timely and effective representation. Working on your case as a team allows us to meet that objective.
6. It is our policy to keep you informed of the status of your case, and we will utilize email and other cost effective means of communication to do so. It is equally important that you promptly respond to our request for information and that you at all times keep us informed of any changes in your contact information.
7. In the event payment of all or part of the reasonable attorney's fee or costs is made by the adverse party pursuant to agreement or court order, such payment shall be credited to any outstanding amount due our firm, and the balance shall be reimbursed to you. In the event our firm receives money on your behalf, it may use such monies to pay any outstanding balance due.
8. In the event the work to be performed by our firm relates to the handling of the probate of an estate, attorney fees for the representation of the personal representative will be based upon Florida Statute 733.6171 (3) and (4). The fees charged will be the greater of the actual amount for fees for hours worked or the calculated reasonable fees stated in such statutes.
9. We shall have the right to withdraw from representation if you do not make timely payment for services or costs; if you misrepresent or fail to disclose material facts to us; or if you fail to follow the attorney's advice. In any of these events, you agree to execute documents necessary to allow us to withdraw.
10. We shall have a lien on all of your documents, property, or money in the firm's possession for the payment of all sums due to us. You understand and agree that all files are destroyed by the firm seven (7) years after the completion of my case.
11. No guarantees are made concerning the disposition of any phase of the matter or matters for which we have been retained. All statements relative to your case are solely the attorney's professional opinions based upon the facts known at that time by the attorney.
12. All unpaid bills shall bear interest at the highest rate allowed by law if not paid within 30 days. If bills are unpaid, or a mutually agreeable payment schedule is not made and adhered to, you will bear the cost of collection, including reasonable attorney's fees and all collection costs.