

E-MAIL COMMUNICATION

Many e-mail attorney-client communications involve relatively innocuous information and do not present a great concern even if they are intercepted. On the other hand, any communication from an attorney that can be accessed by others may be of concern in some situations. Please think carefully about your email process. Do other persons, who are not parties to this matter, have access to the email? For example, if e-mailing from home, does your spouse or other family also have access to the computer and e-mail program? If e-mailing from work, does your company reserve the right to view all e-mail traffic on their servers? By and large, most do. Any unprotected access to our e-mail communications may raise issues of whether the attorney-client privilege was waived, and if so, the communication may be available for review and use by the adverse party.

Anytime you communicate with your attorney, include only the attorney in the communication. DO NOT "cc" other parties to the action, adverse counsel, judges, family, friends, relatives, or ANYONE else.

E-Mail address

(NOTE: By supplying your e-mail address you are authorizing our office to contact you via email.)

CONDITIONS

1. I understand that if I am being charged on a time basis, that all time spent by my attorney on my case will be billed to me, including but not limited to, conferences, discussions and advice (whether in person or by telephone), research, investigation, interviews with witnesses, travel time, preparation or review of any documents, preparation for any hearing or trial on matters relating to my case, and appearance on my behalf at any said hearing or trial (including any necessary follow-up time).
2. All costs, including but not limited to, court costs, filing fees, publication costs, fines, recording costs, copying or reproduction charges, depositions, private investigators and experts hired or retained to work on my case, are the responsibility of the client(s) and must be paid in advance unless otherwise specified herein.
3. I understand that in the event that any court administrative hearing, trial, appeal, or similar type hearing is required, that before my attorney will appear on my behalf at said hearing, that all attorney's fees must be paid up to date, plus an additional amount to be paid in advance to cover my attorney's anticipated preparation and/or trial/hearing time. Furthermore, said fees and any additional amount must be paid fourteen (14) days prior to said court hearing or trial.
4. I understand and agree that if I do not pay my attorney's fees as specified herein, that my said attorney shall be allowed to withdraw by order of the court as my attorney of record in this matter. I further understand that if my attorney withdraws from my case that does not relieve me of the responsibility for any costs advanced by my attorney, or attorney's fees incurred in my case prior to my said attorney's withdrawal. Also, I understand that failure to pay any additional fee deposits upon request, may allow my said attorney to withdraw as my attorney of record as specified herein and as allowed by the Rules of Professional Conduct.
5. I understand that my attorney will maintain client's file for ten (10) years after this matter is concluded. Client may request the file at any time during, upon conclusion of, or after conclusion of, this matter. Ten (10) years after the conclusion of this matter, the file may be destroyed without further notice to Client.
6. I also understand that although there is another law firm in the building, that SCOTT L. CAMPBELL LAW OFFICES, L.L.C., and SCOTT L. CAMPBELL, attorney, are solely responsible for handling my case(s).

DATED: _____