

Wednesday, October 14, 2020 (Intro class 13 of 30!)

Monday at City Tech!

Today:

- *Finish* Workings of a Law Office: **financial procedure\$!**
- Quiz #2! (Career opportunities & workings of law office)

For Fri. Oct. 16 (Civ Pro):

- Review C&W ch. 4 (parties & claims).
- Study for quiz #2: jurisdictional bases (C&W ch. 3).

For Mon. Oct. 19 (Intro):

- Review for midterm! (suggestions posted Fri.) Bring Qs to class!
- Read M&M ch. 5! (Sources of law)

Wed. Oct. 21 (Intro) & **Fri. Oct. 23** (Civ Pro): **MIDTERM EXAMS!**

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Law Firm Financial Procedures!!

Consider in terms of . . . **the Attorney-Client Relationship!!**

1. Client hires Attorney.

- They sign a **retainer agreement** = document signed by Client and Attorney, stating:
 - (a) legal services Attorney will provide to Client, and
 - (b) how Client will pay Attorney.
- Client may pay a "**retainer**" = initial advance payment to Attorney.

2. Client receives services from attorney.

- Attorney and paralegals keep track of billable hours they work for Client → **timekeeping!** ☺

3. Client receives a bill from Attorney.

Common fee arrangements:

- **Hourly** = most common, send monthly bill
- **Contingency** = % of amount recovered, Attorney takes at end
- **Fixed** = set amount for particular proceeding, like a divorce or a will, Attorney takes all or part at end

4. Client pays Attorney! (hopefully)