

Tuesday, March 21, 2023 (class 15 of 30!!)

Today:

- Workings of a law office continued! *Financial procedure\$!*
- Review for midterm exam!

Now: Review the handout (both sides) – what is going on in those documents?!

Next class (Th March 23): **MIDTERM EXAM! STUDY!!**

- All quizzes, notes, readings, etc. through end of today's class!
- You may use your paper copies of the court system maps & charts!

For Tu March 28: Review advisement & registration info (to be) posted on OL!

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Law Firm Financial Procedure\$!! *as seen through [The Attorney-Client Relationship!](#) ♥*

1. Client hires Attorney.

- They sign a **retainer agreement = contract** between Client and Attorney, identifying:
 - (a) legal services Attorney will provide to Client, and
 - (b) how Client will pay Attorney.
- Client might pay a **retainer** = initial advance **payment** to Attorney (like a deposit).

Try not to confuse them!! ☹

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; Attorney sends monthly bill, based largely on timekeeping records (plus other costs)
 - **Contingency** → percent of amount recovered; Attorney takes at end
 - **Fixed** → set amount for a matter, like writing a will; generally taken at end

4. Client **pays Attorney! (hopefully)**