

FOR OFFICE USE ONLY - File # _____ ATTY _____ Start Date _____ Staff Initials _____

PLEASE PRINT ALL INFORMATION CLEARLY - THANK YOU!

CLIENT: First: _____ Middle: _____ Last: _____

NATURE OF ACTION: (EXAMPLES: Divorce, Adoption, Custody, Will, etc.) _____

TELEPHONE: WORK: _____ HOME: _____
FAX - WORK: _____ FAX - HOME: _____

E-MAIL ADDRESS: WORK: _____ CELL PHONE _____
(SECURE) HOME: _____ PAGER _____

_____: by initialing, I confirm that HOME e-mail is a secured e-mail address and Opposing Party does not have access.

If you **DO NOT** want us to use the above phone or fax numbers, please give an alternate number:

Alternate Phone: _____ Alternate Fax: _____

MAILING ADDRESS: Street Address/P.O. Box: _____
City: _____ State: _____ Zip: _____

****IF YOU WANT CORRESPONDENCE SENT TO A DIFFERENT ADDRESS (OTHER THE ABOVE ADDRESS), please indicate below****

As our client, you will regularly receive correspondence from our office. We must have an address for billing purposes and if you do not currently have one, you will need to open up a P.O. Box.

Alternate Address: _____ City: _____ State/Zip: _____

EMPLOYER: _____
ADDRESS: _____ City: _____ State: _____ Zip: _____

OPPOSING ATTORNEY: _____ Address: _____

DO YOU HAVE AN ATTORNEY AT THE PRESENT TIME? (Check One) Yes: _____ No: _____

REFERRED TO OUR FIRM BY: _____ PHONE: _____

CONFLICT CHECK AND FILE SET-UP:

FULL NAME OF OPPOSING PARTY: _____

MAIDEN NAME, if applicable: _____

NAME OF CURRENT SPOUSE OF OPPOSING PARTY (if married to someone other than client) _____

FOR OFFICE USE ONLY:

I HAVE SET UP A CLIENT DIRECTORY UNDER THE FOLLOWING NAME: _____

YOUR FULL NAME: _____

DATE OF BIRTH: _____ (mm/dd/yy) SOCIAL SECURITY NUMBER: _____

CHILDREN:	FULL NAME	SOCIAL SECURITY #	DATE OF BIRTH

INFORMATION REGARDING THE OPPOSING PARTY

FULL NAME: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

HOME ADDRESS: (PREFERABLY NOT A P.O. BOX) _____

HOME PHONE: (_____) _____

BUSINESS ADDRESS: (PREFERABLY NOT A P.O. BOX) WORK PHONE: (_____) _____

**PLEASE ANSWER AS MANY OF THE FOLLOWING QUESTIONS AS POSSIBLE
(IF NOT APPLICABLE, PLEASE WRITE "N/A")**

DATE OF MARRIAGE: _____ (MM/DD/YR) COUNTY/STATE OF MARRIAGE _____/_____

DATE OF SEPARATION: _____ DATE OF DIVORCE DECREE: _____

DATE OF CUSTODY ORDER: _____ DATE OF SUPPORT ORDER _____

YOUR INCOME: _____/MONTH NET _____/MONTH GROSS

OPPOSING PARTY'S INCOME: _____/MONTH NET _____/MONTH GROSS

NOTES:



LAW OFFICES OF

MARK E. SULLIVAN, P.A.

ATTORNEYS AT LAW

CLIENT INFORMATION LETTER #15

SUBJECT: INITIAL INFORMATION ON FEES

Because we want our clients to understand fully the fees and costs paid for services rendered, we ask each client to read the following and sign this letter at the bottom.

1. We charge our clients as follows:
 - a. Initial interview. Mr. Sullivan's rate is \$450 (flat fee) up to the first hour and prorated after the first hour at his regular hourly rate of \$400 for office work. His hourly in-court rate is \$425. Mr. Hilscher's rate is \$325 (flat fee) up to the first hour and prorated after the first hour at his regular hourly rate of \$275 for office work. His hourly in-court rate is \$300. These rates also apply to follow-up phone calls and other work. **The client is expected to pay for the initial interview at the time it is concluded.** There may be additional time charged (after the initial interview) to prepare a memo for record or to record notes from the interview.
 - b. Other costs. Postage, parking, fax, copying (@ .25 per page in-office), and long-distance telephone calls are charged to the client. Filing a divorce complaint in Wake County District Court costs \$225, and the fee for service by the sheriff is \$30 within North Carolina. Other complaints in Wake County District Court costs \$150. There is a \$20 filing fee for every filing that contains one or more motions (with limited exclusions). Certified Paralegal charges are \$120 per hour. Paralegal and Law Clerk charges are \$110 per hour. Non-paralegal charges are \$75 per hour. Certain work is performed on a job or task basis, and the service charges are contained in our standard written contract. Examples are:
 - c. Advance Document review -- Mr. Sullivan charges a flat fee of \$450 and Mr. Hilscher charges a flat fee of \$325 for review of any agreement not prepared in our office (without opinion letter), separate from the interview fee.
2. We bill on a monthly basis and you are expected to pay the balance shown and any additional fees shown upon receipt of the statement. If suit is necessary to recover attorney's fees due my attorney, the client agrees to pay fifteen percent (15%) of the amount claimed as additional attorney's fees in such action. Mr. Sullivan charges a flat reservation fee of \$1500 and Mr. Hilscher charges \$750 in most cases, as shown on the face of the contract that you will sign.
3. Please read our client brochure, "**You and Your Case--Family Law**," for further information.

I HAVE READ THIS LETTER AND AGREE TO BE RESPONSIBLE FOR THE ABOVE CHARGES

(SEAL) DATE: _____
SIGNATURE OF CLIENT

PRINT NAME HERE

We highly recommend changing your Secure Home e-mail password to prevent access by Opposing Party; make certain to choose a password that is unusual and/or unique. Rev. 8/2018