



THE ADAMS LAW FIRM, P.A.

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P. 321.314.2828
F. 407.563.0997
WWW.FLGARNISHMENT.COM

Month: _____ Day: _____, Year: _____

Address: _____

Re: *Garnishment Defense*

Dear Client,

Thank you for retaining The Adams Law Firm, P.A., to represent you in the above referenced matter. We are proud to represent you in this matter and any other matters with which you may entrust us in the future.

Open communication with clients is a priority. Additionally, when possible we make every effort to convey our anticipated time and expense for matters based on our prior experience so clients are familiar with the activities and time on billing statements when they receive them. Similarly, this letter is to assist your understanding of the firm's billing practices in addition to various policies required under the Florida Bar rules governing attorneys.

Clio

We utilize a program called Clio. From time to time, you will receive important documents through Clio's secure document portal. Please be sure to review these documents as soon as you receive them. You will receive monthly invoices from Clio and the opportunity to pay legal fees through the online secure site.

Legal Fees and Services

At the time of the execution of this Representation Agreement, you will pay to **The Adams Law Firm, P.A.**, (County Court 500/ Circuit 750) \$750 / \$500.00 for attorney's fees and costs. If there will be a payment plan, 1/2 of the fees is due and payable when retained, and the remaining balance due one month later. This matter will be billed at a flat and the balance of which ***shall be paid in full by no later than forty-eight (48) hours before any hearings on this matter.***

Please be prompt with your payments and notify us immediately if there you foresee any difficulties making these payments. **If you do not attempt to contact us to arrange payment and your account is more than thirty (30) days delinquent or balance is not paid in full by the hearing date, it is in our discretion to withdrawal from your matter.**

Relationship

By the terms of this Agreement, Counsel will perform the following legal services relative to the Matter:

- i. Reviewing any demand letters received and replying as appropriate and agreed to by you, including making offers of settlement as agreed to by you, and defending the garnishment action through final hearing. This representation will last for **two years** from the date it commences.
- ii. Counsel will not perform legal services other than those specified above without consultation with and authorization from Client.



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Representation Agreement

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Client agrees to perform his/her part of the bargain as follows:

- i. Pay Counsel for the performance of any and all legal services performed pursuant to this Agreement, and to pay for all expenses incurred in connection therewith, as specified in Section below.
- ii. To cooperate fully with Counsel and provide all information known by, or available to, Client which may aid Counsel in representing the Client in this Matter. Prior to conducting depositions, pay cost money to be used to retain a court reporter and to send subpoenas.

Costs and Disbursements

At this time, we only expect basic included costs: one (1) basic copies, less than ten (10) facsimiles, and one letter sent by first class mail, return receipt. (i.e., no more than \$8.00) to be incurred against this file; these costs are included in your flat-rate fee identified above.

Additional out of pocket costs will billed directly to the client.

Billing

The firm will provide statements for services rendered and costs advanced at regular monthly intervals. All statements list the regular monthly fee and all legal work and costs rendered since the previous statement. If client is on a payment using a credit card on file, the client agrees to the billing at intervals described above.

In the event it becomes necessary to initiate collections efforts for any balance due, you agree that the venue will be Orange County, Florida and that the prevailing party will be reimbursed attorney fees, paralegal fees, expert fees, other professional fees, copies, postage, court costs, and other court-related costs from the non-prevailing party.

Please indicate your agreement with the terms specified or set out above by signing this letter and returning it, along with your fee and cost retainer made payable to **"The Adams Law Firm, P.A."**

Thank you for allowing our firm to assist you with this matter. Our goal is to remain prompt and accessible, and we will, of course, apprise you of all developments in this matter. If you have questions or comments, do not hesitate to contact me.

Sincerely,

/s/ Josh Adams

Josh Adams, Director/Attorney
The Adams Law Firm, P.A.

AGREED TO AND ACCEPTED:

Signed: _____

Date: _____