



## NEW CLIENT FORM

ASSIGNED COUNSEL: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

TEL. No's (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Billing Information: [If different from above]

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

TEL. No's (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

(Circle one:)

**\*Civil Litigation:**

**Opposing Party:** \_\_\_\_\_

**1. Matrimonial**

- Divorce
- Ancillary Relief

**2. Child Issues**

- Protection
- Maintenance

**3. Employment**

**4. Commercial**

- Contract
- Partnerships

**5. Trusts, Estates & Property**

- Beneficiary
- Trustee

**6. Landlord & Tenant**

**7. Immigration**

**8. Other:**

**\*Criminal Litigation**

**\*Traffic**

**\*Non-contentious Business:** \_\_\_\_\_



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Chambers of: **Gordon Ricky Woolridge Jr. LL.B. (Hons)**  
**Julian E S P Hall BA LL.B. (Hons)**  
**Barristers & Attorneys-at-Law**

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## **FEE AGREEMENT**

**Agreement** made between Gordon R. Woolridge, Jr. of Phoenix Law Chambers and

\_\_\_\_\_.

### **Scope of Representation:**

**General Retainer:** Is to be paid at the time of the Initial Consultation or prior to. It is inclusive of a one hour Consultation *only*. The General Retainer is a non-refundable legal fee and deposit for Attorney's time and services and shall be considered earned at time of consultation.

### **Hourly Fees, Costs & Billing:**

- I. Client will be charged at an hourly rate of \$500 unless a 'one time fee' has been agreed upon. Client understands that an interest rate of 5% will be charged on a monthly basis on all outstanding balances.
- II. All Stamp Duties and Filing Fees will be charged accordingly.
- III. Administration of file will be charged accordingly.
- IV. Action will be taken on all billed accounts that fall in arrears of 2 months, unless Chambers is contacted and a Payment Schedule Agreement has been made.
- V. In the event of a Trial a Pre-Invoice Statement will be prepared. This must be paid in *full* prior to commencement of the trial. Client understands that failure to do so will result in Counsel being removed from the Court Record. Client expressly acknowledges that all outstanding fees will still be valid and must be honoured.
- VI. Any returned cheques will be charged at an additional \$50 or 5% of the amount of the cheque whichever is greater.

