

FORM 3.15 – ADVANCE FLAT FEE

FORM NOTES

The scope of the services to be provided must be stated. MINN. R. PROF'L CONDUCT 1.5(b)(1)(i). The services covered by a flat fee should be specified. See MINN. R. PROF'L CONDUCT 1.5(b)(1).

Services not covered by the flat fee should be described, particularly if they are within the customary scope of such an engagement.

The client should be advised of the possible need for other professional services, and the additional charges that may be incurred. Referrals to other lawyers ordinarily require informed consent. See MINN. R. PROF'L CONDUCT 1.1, cmt. 6.

The intended staffing of the engagement and firm practices will dictate the necessity and content of this paragraph.

[DATE]

Dear [CLIENT],

Our Engagement. This confirms our engagement by you to provide legal advice and services in connection with [DESCRIBE SCOPE OF SERVICES TO BE PROVIDED, e.g., a DUI charge and implied consent proceedings arising from your arrest on [DATE]].

Excluded Services. We have not agreed to represent you on any other legal matter, including [DESCRIBE RELATED BUT EXCLUDED SERVICES, e.g., any appeal of a conviction or of a decision upholding the revocation].

Other Professional Services. Certain matters may involve consultation with or referral to other professionals, such as [LIST OF OTHER PROFESSIONALS, e.g., investigators, scientists, medical experts, and other lawyers], whose charges will be in addition to ours. We will discuss with you the need for such consultations or referrals.

Our Staffing. [LAWYER NAME] will be primarily responsible for services to you. Certain tasks may be assigned to other lawyers or staff in this firm. We will attempt to assign tasks to the lawyer or staff person who can perform them most efficiently and economically, and we will avoid duplication and unnecessary oversight. You may communicate about your work with any lawyer or staff person involved in providing services.

FORM CONTINUED...