

CLIENT'S BILL OF RIGHTS

1. *You have the right to competent counsel with the skill, knowledge, emotional, mental, and physical ability to diligently and efficiently represent your interests to the highest standards.*
2. *The right to be treated with courtesy and consideration by the attorney and staff. This right shall include prompt return calls and copies of documentation related to your matter.*
3. *The right to representation that is free of any conflicts of interests.*
4. *The right to a second opinion about your attorney's advice.*
5. *The right to obtain advice from your attorney about the advantages and disadvantages of alternatives to litigation.*
6. *The right to know the attorney's billing procedure, the amounts you will be charged for the various types of services to be provided, an estimate (or budget) of the attorney's total fees, and an itemized bill clearly showing your attorney's services and charges.*
7. *The right to be continuously advised on the progress of your case.*
8. *The right to have your questions answered in a way that you can understand. This includes the right to engage in settlement negotiations that do not amount to coercion or force.*
9. *The right to privacy in all of your dealings with your attorney, including the contents of your file.*
10. *The right to terminate your attorney's services at anytime for any reason.*
11. *The right to have all your original documents and records returned, without the necessity of signing a substitution of attorney form as a pre-requisite to obtaining such items.*
12. *The right to insist that your attorney engage in meaningful settlement negotiations or resort to alternative dispute resolution, instead of continued protracted litigation.*

Client's Obligations to Attorney

1. *The obligation to fully advise your attorney of all facts related to your matter and to advise of new facts as they arise.*
2. *The obligation to pay your attorney's bills promptly, or to advise why they are not being paid.*
3. *The obligation to advise your attorney of change to your contact information.*
4. *The obligation to promptly follow your attorney's advice and cooperate with his requests.*