

Information & Instructions: Receipt for Client's documents

PREVIEW

1. The following document should be used to list all of the evidence, documents, physical or tangible items, received from the client which have been tendered to the attorney.
2. The staff should carefully inventory and catalogue all of the documents or items received from the client so that both the attorney and client will avoid misunderstandings as to what documents or items the attorney was actually given.
3. The following form should be used to prevent the client from asserting the attorney lost or misplaced the client's documents or evidence.
4. If the client contends that the attorney lost his or her documents, and if the documents are not listed on the receipt form, the attorney should have a rebuttable presumption that client's items were never entrusted to the attorney.

PLEASE DO NOT COPY

Form: Receipt for Client's documents

[Date]

ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION

[Client's name]

[Client's address]

THIS DOCUMENT
RECEIPT

Dear [Client's salutation]:

On _____, I the attorney for [Client's name], have received the following documents and/or physical objects which were delivered to me by the client.

[list the items]

The parties acknowledge and agree that the attorney assumes no responsibility for the loss, destruction, deterioration, or damage to the items received.

THANK YOU

Any such loss, destruction, deterioration, or damage shall be borne by the client or the client's insurance carrier.

Signed on _____.

LegalFormsForTexas.Com [Client's name]

PREVIEW

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THIS DOCUMENT

THANK YOU

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