

Information & Instructions: ~~Transmittal letter to a new client-fee agreement & client information form~~

PREVIEW

1. The following letter is confirms a meeting or phone conversation whereby the client requested the attorney to perform legal services.
2. The transmittal letter includes a copy of a legal fee agreement, authorization, a client information form and a New Client Letter.

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Form: Transmittal letter to a new client-fee agreement & client information form

PREVIEW
[Date]

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

[Client's name]

[Client's address]

Dear [Client's salutation]

Enclosed please find the information that I referred to in our discussion.

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Please carefully read the "New Client Information Letter" and Attorney Fee Agreement. After you have reviewed these documents, please complete the Client Information Form and return the documents to my office. We have placed "signature tabs" on the pages that you should sign.

After we have received the documents, we can begin to represent you.

If you have any questions or need assistance in completing any of the forms, please call me.

Very truly yours,

THIS DOCUMENT
[Attorney's name]

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Information & Instructions: Notice to client concerning attorney complaints to the State Bar of Texas

PREVIEW

1. This notice informs the client of the State Bar grievance procedures. The bar rules require this notice be given to the clients or displayed in a prominent and visible location.

2. The Texas State Bar act requires all attorneys that practice law in Texas to notify their clients of the grievance process. Clients may file a grievance against attorneys if the client believes the attorney has committed actionable conduct. The State Bar Act requires attorneys to notify clients of the grievance process by one of the four following methods:

a. By giving clients a brochure which describes the grievance process. The brochure must be available at the attorney's office and distributed to the clients.

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b. Displaying prominent signs in the attorney's law offices.

c. Describing the process in the contract for legal services between the attorney and the client.

d. Informing the client of the grievance process by describing the same in the billing statements sent to clients.

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Form: Notice to client concerning attorney complaints to the State Bar of Texas

PREVIEW

NOTICE TO CLIENTS

The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the State Bar Office of General Counsel will provide you with information about how to file a complaint. For more information please call 1-800-932-1900. This is a toll free phone call.

The General Counsel's Office has prepared brochures which describe the grievance process. You may order the brochures in limited quantities by calling the toll-free number 1-800-932-1990. The brochures must also be displayed prominently in your law office. The State Bar recommends the brochures be posted in your reception area.

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Attorneys are required to comply with one of the four methods above. They are not required to comply with two or more. Therefore, you would not be required to post a sign and hand out the brochures. The bar review article did state, however, that it is acceptable and preferable to use more than one of these methods.

Questions about the public notification requirements should be addressed to Public Notification Questions, Office of the General Counsel, State Bar of Texas, 400 W. 15th Street, Suite 1500, Austin, Texas 78701. 1-800-932-1900.

Attorneys are also required to keep records of any client solicitation for four years. The attorney is advised to review the appropriate government code section to ascertain that he or she is in compliance.

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