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**LAW OFFICE OF F. EDWARD BROWN**

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

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Re: \_\_\_\_\_

Gentlemen/Ladies:

I am pleased that you have selected my law office to represent you. This letter will outline the basis upon which I have agreed to provide legal representation to you in connection with the matters described below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As we have discussed, I cannot guarantee any expected outcome or conclusion of the legal matter due to numerous and complicated factors which are beyond my control. I will, however, within the bounds of legal ethics, provide reasonable and competent services to represent and protect your legal interests.

You agree to keep my office advised of your home and business telephone numbers so that I can locate you during the day or evening hours. If the matter involves litigation, you may be required to attend Court appearances and comply with discovery requests and deposition notices.

If the matter requires negotiation, I will negotiate with the opposing party on your behalf in order to settle or resolve the dispute. I will not conclude or settle the matter without your approval.

Please do not communicate with any of the parties, witnesses or attorneys in the case without my involvement. If my representation is to collect money owed to you, you grant me a lien on the claim or cause of action and upon any sum of money or property to be recovered in order to secure any unpaid attorney's fees or costs incurred. All monies collected shall be disbursed through my office.

It is my policy to require payment of attorney's fees and costs up front. The payment is non-refundable.

We have agreed upon \_\_\_\_\_ in attorneys' fees and \_\_\_\_\_ in initial court costs.

\_\_\_\_\_

\_\_\_\_\_

The attorney's fees do not include, if applicable, costs of court, depositions, appraisal fees and any other out-of-pocket costs. Those costs will be treated as additional expenses and will be included in my bill.

Depending on the expenses anticipated in handling the matter, I may also require you to advance costs to cover the expenses. You agree to pay those reasonable expenses. If payments are not made promptly to me as requested, I reserve the right to immediately withdraw from representing you in the matter or matters that the law office is handling. You agree to the withdrawal.

This Agreement is performable in Belton, Bell County, Texas. All monies owed are to be paid at my office in Belton, Bell County, Texas.

You authorize me with your Power of Attorney to sign Court or other legal documents which may be required in the course of the case. Also, you also will designate my law office as your Attorney-at-Law and In-Fact to act in your name, sign legal pleadings on your behalf and to perform the acts necessary and appropriate to affect the above described legal representation.

**TAX DISCLOSURE AND ACKNOWLEDGMENT:**

**THE UNDERSIGNED LAW OFFICE AND ATTORNEY HAVE NOT AGREED TO RENDER ANY TAX ADVICE AND ARE NOT RESPONSIBLE FOR ANY ADVICE REGARDING TAX MATTERS OR PREPARATION OF TAX RETURNS, OR OTHER FILINGS, INCLUDING, BUT NOT LIMITED TO, STATE AND FEDERAL INCOME AND INHERITANCE TAX RETURNS.**

Please sign in the space provided below so that I may begin working on your behalf. I appreciate your trust in my law office and look forward to working with you. If you have any questions concerning my fees or this legal matter, please call me at (254) 899-8164 or 634-2587.

Very truly yours,

F. Edward Brown

Signed on this \_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Client's Signature

I hereby acknowledge receipt of \$\_\_\_\_\_ in attorneys' fees and \$\_\_\_\_\_ court costs. Balance due, if any, \_\_\_\_\_ will be paid as follows: \_\_\_\_\_

\_\_\_\_\_  
F. Edward Brown, Attorney