

Illinois Office (Champaign):  
301 N. Neil Street, Suite 400  
Champaign, IL 61820  
O: (217) 531-2179 F: (217) 531-2211

Illinois Office (Shelbyville):  
229 E Main Street  
Shelbyville, IL 62565

New York Office:  
535 Fifth Avenue, 4th Floor  
New York, NY 10017  
O: (212) 427-2049 F: (212) 202-6077

www.rinckerlaw.com



**Cari B. Rincker**  
*Principal*  
Illinois, New York, New Jersey, Connecticut,  
District of Columbia and Texas

**Kate A. Murray**  
*Associate*  
Illinois, New York, Connecticut

**Kymberly A. Robinson**  
*Associate*  
New York

## INITIAL CONSULTATION AGREEMENT

Dear Prospective Client:

Thank you for contacting Rincker Law, PLLC regarding your legal issue. I am looking forward to meeting you or speaking with you in greater depth. This Initial Consultation Agreement (the "Agreement") is made between you and Rincker Law, PLLC and becomes effective once it is signed and returned to this office along with the payment for **\$250.00**.

In order to confirm an initial consultation, please sign this Agreement below and return to Rincker Law, PLLC with three available time slots. Once payment is received, Rincker Law, PLLC will confirm the appointment time. In limited circumstances, I am available to speak on evenings and Saturdays at my office or via the telephone. When offering Rincker Law, PLLC your availability, if possible, please pick at least one time during normal business hours.

Please indicate all parties involved in your legal issue. If Rincker Law, PLLC is conflicted from representing you on this matter, you will be notified, and your consultation fee will be promptly refunded.

Any in-person meetings shall be held at either the Illinois or New York offices unless agreed to otherwise. I can also speak to you via Skype or other forms of Internet technology. Unless otherwise agreed to, audio or video recording the consultation is prohibited.

Rincker Law, PLLC charges a flat **\$250.00** consultation fee on all matters, which will be applied towards the retainer agreement if retained. In other words, Rincker Law, PLLC gives free consultations to clients. This \$200.00 consultation fee will be held in an Interest on Lawyers Trust Account ("IOLTA") until the initial consultation. If you need to cancel the consultation, you will be entitled to a refund if you notify me at least 24-hours prior to the appointment time we have agreed upon. Rincker Law, PLLC will provide you a bill and receipt for your records.

Included in the consultation fee is one-hour of my time, either via telephone or in person. You will be charged my typical hourly rate for any time exceeding this amount of time. You will be

charged my typical hourly rate for any subsequent consultation appointments on the same legal matter which may be agreed upon separately.

If you wish for me to review any reasonable number of documents or court pleadings before our consultation, feel free to send them to my office via email to [cari@rinckerlaw.com](mailto:cari@rinckerlaw.com), facsimile at (212) 202-6077, or mail to the address above. If you decide to send a courier, the reception is open to accept packages on business days between 9:00am and 5:00pm.

Although the discussions during the initial consultation will be confidential, Rincker Law, PLLC is not agreeing to represent you as your lawyer concerning this legal issue. Absent any further mutually-signed Retainer Agreement between us, our professional relationship will end at the close of the initial consultation. By signing below, you also acknowledge that every legal issue is unique to individual facts and circumstances and Rincker Law, PLLC cannot guarantee results for you.

During the initial consultation, I will use my best efforts to respond to your questions involving your legal issue; however, by signing below, you acknowledge that I may not know the specific answers to your questions without doing further research. Additionally, I may provide you pamphlets, fact sheets, flow charts, or other general information for you to take with you after the initial consultation. You understand that the law changes and you should not depend on the information in these educational reference materials without seeking counsel. During the consultation, I may offer referrals for certain services. Unless otherwise disclosed, Rincker Law, PLLC does not receive any referral fees and does not certify the results of the referred services.

During the initial consultation, you agree to be truthful and cooperative. You also agree to provide me with your current contact information and make the required payment. Rincker Law, PLLC accepts payment for the initial consultation via check, money order, PayPal, Google Checkout, Mastercard, Visa, Discover and American Express. Please indicate your choice of payment below. You represent that you are authorized to make the payment. You will be charged a \$100.00 penalty for any bounced checks.

I am looking forward to working with you. Please sign below and complete the Contact Information, Consultation Information, and Payment Information. Feel free to contact me if you have any questions concerning this Agreement.

Sincerely,

/s/ Cari Rincker

Cari Rincker  
Principal Attorney  
Rincker Law, PLLC

By signing below, I hereby agree to the terms in the Initial Consultation Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Contact Information**

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Best Phone Number to Reach You: \_\_\_\_\_  
Type (Circle) (Cell Work Home)

Alternative Phone Number: \_\_\_\_\_  
Type (Circle) (Cell Work Home)

Email Address: \_\_\_\_\_  
Type (Circle) (Work Home)

Skype Username (if applicable): \_\_\_\_\_

**How Did You Find Us?**

Google/ Internet/ Attorney Listing: \_\_\_\_\_

Referral: \_\_\_\_\_

**Consultation Information**

Please circle your preferred method for a consultation:    In-Person    Telephone    Skype

Please list three available dates and 1-hour time blocks when you are available to speak:

\_\_\_\_\_

Will you be sending documents to review before the consultation? Y or N

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Please briefly describe your legal issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the names of all other persons or entities involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Payment Information**

Circle Choice of Payment: Check Money Order P a y P a l \* Google Checkout\*\* Credit Card

\*Payments via PayPal should be paid to [cari@rinckerlaw.com](mailto:cari@rinckerlaw.com)

\*\*Payments via Google Checkout should be paid to [cari.rincker@gmail.com](mailto:cari.rincker@gmail.com)

**Credit Card Authorization**

Name on the Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. on Account: \_\_\_\_\_

Type of Card (Circle): MASTERCARD VISA DISCOVER AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I, \_\_\_\_\_, authorize Rincker Law, PLLC, to charge the amount of \$200.00 on my credit card for the initial consultation. This is a one-time credit card charge and I do not authorize Rincker Law, PLLC to charge any other charges without my express permission.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Print Name: