

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
O: (217) 774-1373

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, Texas
District of Columbia, Kentucky

Ruth A. Woolery
Associate
Illinois, Missouri, Kansas (inactive)

INITIAL CONSULTATION AGREEMENT

Dear Prospective Client:

Thank you for contacting Rincker Law, PLLC regarding your legal issue. I am looking forward to meeting 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 of \$350.00.

In order to confirm an initial consultation, please sign this Agreement below and return to Rincker Law, PLLC, along with three available time slots. Once the 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 has a conflict with 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 Zoom or GoToMeeting. Unless otherwise agreed to, audio or video recording the consultation is prohibited.

Rincker Law, PLLC charges a flat \$350.00 consultation on all billable hour matters, which will be applied towards the retainer agreement if you retain Rincker Law, PLLC to represent you. **The refund of the consultation is built into all flat fee matters.** This \$350.00 consultation fee will be held in an Interest on Lawyers Trust Account ("IOLTA") until the initial consultation is held. 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 agreed upon appointment time. Rincker Law, PLLC will provide you a bill and receipt for your records.

Included in the consultation fee is one (1) hour of my time, either via telephone, virtual meeting, or in person. You will be charged my typical hourly rate for any time exceeding one hour. 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 amount of documents or court pleadings before our consultation, feel free to send them to my office via e-mail to cari@rinckerlaw.com, facsimile at (212) 202-6077, or mail to the address in the letterhead. If you decide to send a courier, the reception desk is open to accept packages on business days between 9:00 a.m. to 5:00 p.m.

Although the discussions during the initial consultation will be confidential, Rincker Law, PLLC is not agreeing to represent you as your attorney 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 the 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 to take with you after the initial consultation. You agree that you understand that the law changes and you should not depend on the information in these educational reference materials without seeking additional legal 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, cash, credit card, PayPal, Chase QuickPay with Zelle, or Venmo. 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 B. Rincker, Esq.
Principal Attorney
Rincker Law, PLLC

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

Date

Signature

Contact Information

Name:

Business Name:

Mailing Address:

Best Phone Number to Reach You: _____

Circle Type: Cell Work Home

Alternative Phone Number: _____

Circle Type: Cell Work Home

E-mail Address: _____

Circle Type: Work Personal

How Did You Find Us?

Google/ Internet/ Attorney Listing: _____

Referral: _____

Consultation Information

Please circle your preferred method for a consultation:

In Person Telephone Zoom

Please list three available dates and one-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 in your issue: _____

Payment Information

Check Choice of Payment:

_____ Check made payable to “Rincker Law, PLLC” and mailed to Rincker Law, 301 N. Neil Street, Suite 400, Champaign, IL, 61820. If any check is returned for insufficient funds, Client agrees to pay a \$100.00 penalty.

_____ Money Order made payable to “Rincker Law, PLLC” and mailed to Rincker Law, 301 N. Neil Street, Suite 400, Champaign, IL, 61820.

_____ Cash

_____ Credit Card – See authorization form on the following page.

_____ PayPal paid to cari@rinckerlaw.com

_____ Chase QuickPay with Zelle paid to cari@rinckerlaw.com or cari.rincker@gmail.com or to (646) 717-2659

_____ Venmo paid to cari@rinckerlaw.com or via the Venmo website at www.venmo.com/Cari-Rincker

_____ eCheck paid to <https://secure.lawpay.com/pages/rinckerlawpllc/operating>

Credit Card Authorization

Name on Card: _____

Billing Address: _____

Phone Number 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 \$350.00 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 amounts without my express permission.

Date

Signature

Printed Name