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Illinois, New York, New Jersey,  
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## 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](mailto: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



**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: \_\_\_\_\_

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

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## **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](mailto:cari@rinckerlaw.com)

\_\_\_\_\_ Chase QuickPay with Zelle paid to [cari@rinckerlaw.com](mailto:cari@rinckerlaw.com) or [cari.rincker@gmail.com](mailto:cari.rincker@gmail.com) or to (646) 717-2659

\_\_\_\_\_ Venmo paid to [cari@rinckerlaw.com](mailto:cari@rinckerlaw.com) or via the Venmo website at [www.venmo.com/Cari-Rincker](http://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