

**GENERAL INFORMATION SHEET**

NAME: \_\_\_\_\_  
First Name
Middle Name
Last Name

Address: \_\_\_\_\_  
Street
City
State
Zip

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address of Employment: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

SS #: \_\_\_\_\_ DL #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of nearest relative (not living with you): \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Case: \_\_\_\_\_ Date of Arrest (if criminal): \_\_\_\_\_

DATE: \_\_\_\_\_  
Signature of Client

**(FOR OFFICE USE ONLY)**

Type of Case: \_\_\_\_\_ Fee: \_\_\_\_\_

Adverse party: \_\_\_\_\_

Adverse Attorney: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

County of Action: \_\_\_\_\_ Court: \_\_\_\_\_

Cause Number: \_\_\_\_\_ Date filed: \_\_\_\_\_

Clerk's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PAID: \$** \_\_\_\_\_  
**METHOD:** \_\_\_\_\_  
**BALANCE: \$** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**PMT AMOUNT: \$** \_\_\_\_\_  
**PMT DUE DATE:** \_\_\_\_\_

## CONTRACT OF EMPLOYMENT

STATE OF TEXAS / COUNTY OF TOM GREEN

This contract was entered into on this day by SHAWNTELL MCKILLOP, Attorney and \_\_\_\_\_, hereinafter referred to as Client, whether one or more, witnesseth:

The Client, being in need of legal advice and representation in connection with: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ County, Texas hereby employs attorney, under the following terms and conditions:

1. Attorney will represent client by advising and counseling, investigating the law and facts, by preparing for trial and negotiating with the attorney for the adverse party(s), and will conduct trial for the client, if trial is necessary.
2. In consideration for Attorney's representation, Client agrees to pay unto Attorney as his/her legal fee THE SUM OF \$\_\_\_\_\_.

A non-refundable retainer of \$\_\_\_\_\_ is payable prior to commencement of services. This is a flat fee contract, unless trial is requested by Client.

In the event of trial, trial fees are estimated at \$2,500.00 per day. Any fees paid prior to trial will be applied; however, a minimum fee of **two (2)** days will be charged for misdemeanor charges and **four (4)** days for felony charges. The total balance is required to be paid in full 60 days prior to trial date.

Billings will be prepared for the Client periodically, and the Client agrees to pay any balance due upon receipt of such itemized billing.

3. It is understood by the parties to this contract, that unless set out in paragraph No. 4, the legal fee agreed on does **NOT** include any of the following: court costs, out of town expenses, costs of records, transcripts, or depositions, motions for new trial or appeal, medical and investigative expenses, fines, bail bond fees, restitution, capias pro fines, or appearance at any administrative hearing or disciplinary hearing held by a school, college or university.
4. Other conditions and terms of this contract:
  - Client agrees to notify Attorney of any change of address or telephone number.
  - Client agrees to attend ALL court appearances.
  - Failure to attend court hearings is grounds for Attorney to withdraw.
  - Failure to make payments to Attorney is grounds for Attorney to withdraw. The minimum quoted payment amount is due every month until paid in full. If payment is not received for two (2) months, Attorney will request to withdraw.
  - Attorney is retained on **ONLY** the charge(s) recited in the contract of employment.
  - Attorney makes **NO** representation that any warrants existing for client's arrest will be withdrawn or that withdrawal of an active warrant is a service for which Attorney is hired.

- Attorney makes **NO** representation regarding whether information regarding client will appear in any newspaper or public/social media posting.

5. It is further understood by all parties to this agreement that: ATTORNEY HAS NOT PROMISED TO ANYONE THE FINAL RESULTS OF THE CAUSE OF ACTION AS TO CLIENT, NOR HAS A TIME FRAME IN WHICH THE CASE WILL BE DISPOSED BEEN PROMISED. NOR HAS ATTORNEY GUARANTEED TO ANYONE THAT A JAIL RELEASE WILL BE OBTAINED. ATTORNEY HAS NOT GUARANTEED TO ANYONE THAT A CRIMINAL CHARGE WILL NOT BE FILED OR PROSECUTED BY THE STATE. A SPECIFIC RESULT HAS NOT BEEN PROMISED BY ATTORNEY, NOR HAS ANYONE GUARANTEED THAT A BAIL BOND, A REDUCTION OF A BAIL BOND, OR A PR BOND WILL BE SET. ATTORNEY HAS NOT REPRESENTED THAT AN ARREST WILL NOT BE ON THE CLIENT'S RECORD REGARDLESS OF THE FINAL DISPOSITION OF THE CASE.

6. **THE REMAINING BALANCE OF THE ATTORNEY'S FEES AND EXPENSES WILL BE DUE AND PAYABLE IN ACCORDANCE WITH THE FOLLOWING MONTHLY PAYMENT PLAN:**

Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____
Month_____	Amount Due \$_____	Due Date_____/_____/_____

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

CLIENT SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_