LAW OFFICE OF SCOTT LAWRENCE PLLC
PO Box 75053 - 11036 8th Ave NE
Seattle, Washington 98175-0053
FrontDesk@wadefenseatty.com
425-488-8481 (office)—855-488-8481 (fax)

INSTRUCTIONS FOR TRAFFIC TICKET CLIENTS

IMPORTANT: You have 15 days from the date of the incident to respond to the court (or 18 days from the mailing date if you were issued a ticket by mail) or you will have waived any right to hearing and a default finding of committed will be entered.

Please follow the instructions below to fight your ticket:

(1) On the face of the ticket:

   a. Mark the "Contested Hearing" box.

   b. Provide your current mailing address and sign the ticket.

(2) Make 2 copies of the ticket: (1) Mail (by certified mail) or deliver one copy of the ticket to the court marked on the front of the ticket (call if no court address is indicated and I will look up the court); (2) Provide one copy to my office (by email, fax or mail); (3) Keep the original for your records.

(3) Write a statement detailing what you remember about the incident (**optional**).

(4) Make a list of any witnesses and what they may have seen (**optional**).

(5) Read, sign and return the attached Fee Agreement and the Client Information Sheet.

(6) Paperwork may be provided to my office in-person, by mail, by fax or attached to an email. Payment may be made at the office, by mail or over the phone.

(7) NOTE: WE CANNOT SUBMIT PAPERWORK ON YOUR BEHALF OR SCHEDULE A HEARING UNTIL PAYMENT AND FEE AGREEMENT ARE RECEIVED.

(8) As soon as you receive a court date please contact my office to confirm the date. (Generally, we will receive notice from the court as well.)

Please contact me at 425-488-8481 or scott@wadefenseatty.com with any questions **(email is usually the best method if you need a quick response).**

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NEW CLIENT INTAKE SHEET - TRAFFIC INFRACTION

First Name:_____ MI: _____ Last Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Home Phone:_____ OK to contact you at this phn #?( ) yes ( ) no

Cell Phone:_____ OK to contact you at this phn #?( ) yes ( ) no

Work Phone:_____ OK to contact you at this phn.#?( ) yes ( ) no

Email:_____ OK to contact you by email? ( ) yes ( ) no

Preferred contact #? ( )home ( )cell ( )work ( )email Best time(s) to call:_____ am /pm

Offense(s) Cited For:_____

Driver's License #:_____ State:_____

License Type (check all that apply): [ ] CDL [ ] Motorcycle [ ] IIL [ ] Intermediate [ ] _____

Date of Ticket:_____ Time of Ticket:_____ am / pm

Agency: [ ] City of _____ [ ] Snohomish County [ ] King County [ ] WSP

[ ] Other_____

[ ] Requested CONTESTD Hearing: Court Date/Time:_____

Court: [ ] City of _____ [ ] County _____ [ ] Other_____

Have you deferred a Traffic Infraction in last 7 years?: [ ] NO [ ] Yes _____ (if Yes, what Year?)

How did you hear about us?

[ ] waDEFENSEatty.com
[ ] Superpages.com
[ ] Nolo [ ] Justia
[ ] avvo.com
[ ] Referral from?_____

[ ] Google [ ] Bing
[ ] YellowPages.com
[ ] yp.com mobile
[ ] Former Client
[ ] Other:_____

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FLAT FEE AGREMENT FOR LEGAL SERVICES – TRAFFIC INFRACTION

This Fee Contract is entered into by and between _____ ("Client") and Scott W. Lawrence, ("Attorney").

1. Scope and Duties: Client hires Attorney to provide basic legal services in connection with a civil traffic infraction (case #: _____) on the following conditions:

2. Flat Fee: A flat rate fee is charged on all infraction cases. Client agrees to pay a flat fee of $250 per cause number with the following exceptions:

☐ Negligent Driving - Second Degree:	$ 500 Flat Fee
☐ Additional Infractions on Same Ticket:	(call for fee)
☐ Commercial Driver's License/Vehicle:	(call for fee)
☐ Out-of-King/Snohomish County Area;	(call for fee)
☐ Other:	(call for fee).

For any ticket falling under the above exceptions or filed outside of King or Snohomish County, no agreement or contract for legal service is established until a fee has been agreed upon by all parties. Submission of this form alone without expressed agreement from all parites does not in itself create any attorney-client relationship.

3. Decision Making: Client authorizes Attorney to resolve this matter in whatever manner deemed appropriate based on experience and professional judgment.

4. Appeals are not included: Client acknowledges that if an appeal to Superior Court of any ruling is necessary, there will be an additional charge.

5. Work Begins: The responsibility to provide legal services will be accepted and work will begin when the Attorney receives all required documents and the agreed amount by the dates determined. If Client fails to accept these terms, Attorney may withdraw per this agreement.

6. Reasonable Fees: Washington Rule of Professional Conduct require that the total fee in this matter shall be reasonable according to prevailing professional norms in this area. Client has had the opportunity to consult with other attorneys for rates and finds the fee structure to be reasonable. Client is entitled to a

reimbursement of any amount that it unreasonable under this agreement. Client understands that attorney normally bills at $200/hour.

7. Expert fee: Client acknowledges and understands that if any experts are required for hearings, the client is responsible for the cost of the expert.

8. NSF Checks: There will be a $40.00 charge for all Non-Sufficient Fund Checks.

9. Discharge and Withdrawal: The Client may discharge Attorney at any time. In the event of termination of this Agreement by Client, it is understood and agreed that all charges and costs previously incurred will immediately be billed at the rate of $200/hour up to, but no more than, the agreed flat fee amount. Attorney will withdraw upon resolution of the case or per RPC 1.5 and 1.15.

10. Notice of Court Operation: Client acknowledges and understands that Attorney has no control of over court operations and that court delays due to weather or other emergency.

11. Electronic Storage: Client acknowledges that documents containing privileged information will be stored electronically on a third-party server. Informational documents may also be transmitted by email.

12. Disclaimer of Guarantee: Nothing in this contract and nothing in the Attorney's statements will be construed as a promise or guarantee about the outcome of the Client's case. While the Attorney may render an opinion as to the success or weaknesses of the case, the Attorney makes no such promise or guarantee on the case.

13. Notice to Third Party: All decisions regarding legal representation in this matter are in the sole discretion of Client and Attorney. Payment of legal fees by persons other than Client does not entitle said persons to any privileged information or interest in the case without express permission from Client and Client may revoke permission at any time without prior notice.

ATTORNEY AND CLIENT HAVE READ THE ABOVE, UNDERSTOOD THE ABOVE, AND AGREE TO ABIDE BY ANY AND ALL TERMS AND CONDITIONS THEREIN. THERE ARE NO OTHER AGREEMENTS, ORAL OR WRITTEN BETWEEN CLIENT AND THE ATTORNEY.

Dated this _____ day of _____ 2013.

SIGN: _____

Print Name:_____

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Important Information Regarding Your Ticket Defense

Thank you for choosing the Law office of Scott Lawrence pllc for your ticket defense! Our goal is to provide you with the best defense possible with minimal effort and stress on your part.

If you have not done so already please fill out the "Client Info Sheet" and "Contract" and return these documents to my office. Don't forget to include important information, such as an open deferred finding, possessing a commercial driver's license or being under the age of 18.

The following includes some important information and instructions regarding your case:

- Because of the low cost of ticket defense and the speed at which the cases are resolved, **all fees must be paid in full prior to any representation**. Please make arrangements to remit any unpaid fees as soon as possible.

- **Contact my office** (email is best) **with any court dates or other documents you receive from the court**. In theory, I will get all mailing as well. However, this step assures that a court date is not missed due to court error.

- **You will be contacted prior to the hearing in cases where**:
    1. your presence at court is necessary or will otherwise be helpful;
    2. additional documentation is needed; or
    3. no technical grounds for dismissal exist and the prosecution is unwilling to offer an amended resolution to a non-reportable offense.

    NOTE: Please let my office know if you wish to be contacted prior to accepting any amendment on your behalf to a non-reportable offense or deferred finding.

- **After the hearing, my office will send you a letter explaining the outcome and any steps you need to complete**. You may also receive information directly from the court.

Our success rate over the last several years has been over 95%. Our first priority is to secure a dismissal of your case. If this is not possible, we will seek an amendment to an offense that is not reported to insurance or DOL. This may involve amendment to a charge you did not actually commit (e.g. cell phone violation), but achieves the desired outcome of no affect on your insurance rates or license status.. **If your goal is different than that stated above, please let me know immediately so I may represent you accordingly**. Please feel free to call (425) 488-8481 or email, scott@wadefenseatty.com, with any questions you may have.