

SAMPLE

CONSULTATION AGREEMENT

This Consultation Agreement sets forth the terms and conditions of the consultation meeting between Attorney _____, “Attorney” and the undersigned prospective client(s) (“you”):

1. **Purpose.** The purpose of the consultation is for Attorney to (a) learn about you and your particular legal needs based on the information you provide; (b) answer your questions; (c) identify your options and to the extent possible, analyze the costs and benefits of those alternatives; (d) help you determine your course of action, if any; (e) discuss Attorneys fees and terms of representation if an attorney-client relationship is to be established after the meeting; and (f) determine the next steps in the process, as appropriate.
2. **Confidentiality.** All information and documents that you provide to Attorney at the consultation shall remain strictly confidential, whether or not you decide to retain Attorney to provide legal services, except as authorized by you or otherwise provided under the applicable Ohio Rules of Professional Conduct.
3. **Reliance Limited.** Because it may be impossible to fully assess a matter within the time frame allotted for the consultation or with the information or documents that you provide at the consultation, any legal opinion we provide at the consultation will be based solely on the information you provide to Attorney at the consultation.
4. **Limited Scope.** No attorney-client relationship is intended to be established by the consultation. The consultation is a limited scope service provided by Attorney to help you determine whether you may want to retain Attorney to provide legal services. At the conclusion of the consultation, there is no obligation for you to retain Attorney, nor do we have an obligation to provide services to you, unless mutually agreed.
5. **Retainer Agreement Required.** Following the consultation, if you agree to retain Attorney, and if we agree to provide services to you, then we will prepare a separate, more detailed Retainer Agreement to be executed by both parties. The new Retainer Agreement will supersede this Consultation Agreement and will set forth the terms and conditions of our representation of you, including our fees and the specific services to be performed by Attorney.
6. **Cost of Consultation.** The consultation during the initial consultation period is provided to you at the agreed on fee of \$_____. Payment of these charges must be made prior to the consultation meeting. Once a consultation has commenced, a refund cannot be made available as the legal services have, or are, already provided and the time has been made available to you. If you choose to retain Attorney, the above payment will be deducted from your retainer fee.

By signing below, I agree to the terms and the conditions set forth above concerning my consultation meeting, and I understand that this meeting is limited in scope and will not establish an attorney-client relationship with Attorney and you.

Print Name

Sign and Date

This form was translated to me from English to: _____

Sign and Date: _____