

Dear Prospective Client:

Thank you for choosing the Cahoon Law Office for assistance with your traffic ticket. Please review the following information. If you choose to hire me, fill out the remainder of this document and submit it to the address listed below. Payment in full is due at the conclusion of your case.

The Cahoon Law Office
3405 – 172nd Street NE, #5-242
Arlington, WA 98223

Or fax to:

360-691-6564

Sincerely,

Craig Cahoon

INSTRUCTIONS

1. Make two photocopies of your ticket; one for you and one for submitting to the Cahoon Law Office.
2. Mark the box on your green ticket for “contesting” your ticket and mail it to the address provided on the ticket. *This usually must be done within 15 days of receiving the ticket.
3. Fill-out the Retainer Fee Agreement below, sign it, and send it to the Cahoon Law Office. Include any additional information that you feel is relevant to your case including your account of the facts, pictures, or diagrams. If your ticket involves an insurance infraction please send proof that you had insurance when you were given the ticket.
4. Notify the Cahoon Law Office immediately by email, fax, telephone, or mail when a court date is assigned to you.
5. Generally you do not need to attend court for a traffic infraction, but you are welcome to show up if you want to see how the process works. If your presence is necessary I will contact you. If you choose to attend, come forward when your name is called; you will not need to make any statements. At the conclusion of the case I will explain what occurred. If you choose not to show up to court, I will contact you after the proceeding to explain the result of your case.

www.cahoonlawoffice.com
Ph: 206-795-1779
Fx: 360-691-6564
Toll Free: 866-529-5383

The Cahoon Law Office
3405 – 172nd Street NE, #5-242
Arlington, Washington 98223

CLIENT INFORMATION

Last name	MI	First name	Date of birth
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Current address	City	State	Zip
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Home telephone	Work telephone	Cellular telephone
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Driver's license number	State
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Email address

INFRACTION INFORMATION

Cited for	Date cited	Court Handling ticket
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Have you ever had a Deferred Finding (you agreed to pay court costs and not receive any tickets), if so when and for which court? (e.g. 2007 in Lynnwood Municipal)

PAYMENT INFORMATION

Most infractions are a flat fee of \$199. These include: Speeding, Negligent driving (2nd Degree), Improper Lane Change, Carpool Lane Violation (HOV), Expired Tabs and Stop Sign Violation. If you have a question about the fee please contact my office. If you have multiple infractions, call for a price quote.

*Payment in full is due immediately when your case is finished. You can pay on-line by going to www.cahoonlawoffice.com and clicking on the Make a Payment button on the lower left hand side of the page.

Check Cashiers' check Money order Credit Card

Credit card information (Visa or MasterCard Only):

Name on credit card

Billing address

Credit card number	Expiration date	Security Code (last 3 digits on back of card)
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How did you hear about me?

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RETAINER FEE AGREEMENT

This Retainer Fee Agreement (“Agreement”) is entered into this day between The Cahoon Law Office (hereinafter “Attorney”) and Client as named below (“Client”).

ATTORNEY AND CLIENT MUTUALLY AGREE AS FOLLOWS:

Scope of Representation: Attorney will provide services reasonably necessary to defend Client at a contested hearing for a traffic infraction, including representation at a contested hearing and negotiating on Client’s behalf. This Agreement does not include representation of Client at any hearing beyond the initial contested hearing.

Attorney Fees: Upon signing this agreement, Client agrees to pay a flat fee in the amount of: \$_____ (\$199 for most Speeding Tickets). Any Attorney’s Fees are due in full at the conclusion of the case and will become the Attorney’s property upon receipt rather than being deposited in an IOLTA account. In the event that the Client’s ticket is not either dismissed, reduced or deferred, Attorney agrees to waive the fee.

Termination: Client understands that he or she has the ability to terminate the Attorney/Client relationship with Attorney, if Client chooses to. In the event that the relationship is terminated prior to the conclusion of the case, Client agrees to pay Mr. Cahoon for his time at a rate of \$200.00 per hour, not to exceed the flat fee agreed to above plus any costs incurred by Attorney related to his representation of Client. Client also agrees to waive any objection to Mr. Cahoon’s withdrawal as Client’s attorney if he, in his sole discretion, feels that withdrawing would be in Client’s best interest.

No Guarantee of Results: Client acknowledges that Attorney has made no guarantees regarding the outcome of any contested hearing and that any statements Attorney has made regarding the merits of the case are professional opinions only, and not a guarantee.

Cooperation of Client: Client agrees to keep the Attorney advised of his or her address and contact information, to appear at office appointments and court hearings when requested, and to cooperate with reasonable requests of Attorney.

Substitute of Counsel: If Attorney is unavailable to appear in court, Attorney may appoint another attorney licensed in the state of Washington to appear on his behalf, so long as it is in the best interests of the Client.

Law to Govern Agreement. It is agreed that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Washington. All disputes arising from the subject matter of this Agreement shall be brought exclusively in the Cascade District Court of Snohomish County, Washington.

Attorney's Fees. In the event of any action at law or suit in equity in relation to this Agreement, the prevailing party, in addition to all other sums which the other party may be called upon to pay, shall be entitled to recover such additional sum for the prevailing party's attorney's fees incurred therein as shall be judged reasonable.

Final Agreement: This Agreement represents the final and mutual understanding of the parties. It replaces and supersedes any prior agreements or understandings, whether written or oral. This Agreement may not be modified, amended, or replaced except by another signed written agreement of the parties.

Email: For quicker, more efficient communication Attorney may use email to communicate with Client. However, email communication may not be secure and may jeopardize the attorney/client relationship. Despite knowledge of this fact, Client agrees to be contacted by email.

If you agree to be contacted by email please initial here_____.

Client's Printed Name

Client's Signature

Date