

Contract Attorney Profile Sheet – Page 2 of 2

List the types of law you practice below. <i>Enter the ONE you consider your specialty (Civil, Criminal, or Family, BK, etc.) here. —▶</i>		Experience	
Type of Law	Types of Cases	Beginning date	Ending date or current
Civil	(i.e. personal injury, collection, construction defect, etc.)		
Criminal	(i.e. warrant recalls, arraignments, pre-trial, etc.)		
Family	(i.e. domestic violence, divorce, support, custody, etc.)		
Bankruptcy	(i.e. Chapter 7, Chapter 11, Chapter 13, etc.)		
Landlord Tenant	(i.e. unlawful detainers, etc.)		
Depositions (Sitting or Taking)			
List below, ALL other Appearance Services you take assignments from, and indicate the average quantity of appearances per day.			

Contract Attorney Biography

<i>Last Name:</i>	<i>First Name:</i>	<i>MI:</i>	<i>Bar Number:</i>
<i>Education & Law Practice Term</i>			
<i>Year graduated Law School:</i>	<i>Where Graduated from:</i>		<i>Year Admitted to the Bar:</i>
<i>Court Contacts: (name your primary court and describe the kind of contacts you have there.)</i>			
<i>Short (one paragraph) history of your practice. (For perspective of Client Attorneys)</i>			
<i>Other legal affiliations and special duties. (i.e. Pro Tem Judge, legal organizations such as Local Bar and others you are a member of, etc.)</i>			
<i>Any law related awards or commendations you may have received.</i>			

Release Statement

I hereby authorize Robert L. Ray & Associates to publish the above material, either in print on advertising brochures or on it's Internet Web Site, for the purpose of viewing by prospective customers. Also, I have reviewed, understand, and will abide by the "Ground Rules" on the next sheet.

(Signature)

(Date)

Ground Rules

1. If you MISS an appearance, or make an ERROR that damages the client's case, YOU OWN ALL OF THE CORRECTIVE ACTION. This includes generating and filing required motions, declarations, etc. with the court; paying any filing fees; forfeiture of your fee for the missed appearance; attendance at the corrective appearance without payment of fee; payment to Robert L. Ray & Associates for lost profit on the missed appearance; payment of any sanctions issued by the court; and liability if Plaintiff Client's case is dismissed.
2. If, for ANY REASON, you are NOT PHYSICALLY PRESENT in the courtroom for ANY appearance you are servicing for us, you MUST DISCLOSE this in your report. Also, whenever possible, you should obtain the courts minutes indicating that the court gave you credit for being present. It is critical that we disclose this to the client, as failing to do so often results in unfounded accusations and dissatisfaction by the client.
3. We do NOT generally pay for travel time. If it is necessary for us to use an attorney who must travel an unusual distance to make an appearance, the client must authorize extra charges for the trip first. If this is an issue for an appearance you are taking, please notify our office early in the cycle so we can negotiate with the client and authorize such charges to be included in your report.
4. We do NOT generally pay for parking. If you are servicing a court for us that you normally don't visit, and that court has unusually high parking fees, you must notify our office early in the cycle, so we can negotiate with the client, before including such fees on your report.
5. Include with your report, receipts for any out of pocket expenses incurred on behalf of the Client. Such items will be billed to the Client and reimbursed to you.
6. We must receive a faxed confirmation of your assignment acceptance prior to court time. Preferably, no later than the evening prior to the appearance date whenever possible. Only in this manner can we determine that you have received and acknowledged all appearances that have been assigned to you.
7. Please fax each days reports to our office at the EARLIEST opportunity on the same day as the appearance. It is critical that we transcribe these reports and deliver them to the client as quickly as possible.

It is our expectation that you will provide the best possible appearance service to our Client Attorneys. It is extremely important that you, as a member of our team, do everything in your power to insure good communications with our office for each appearance, and that you carefully review each case in advance of attending the appearance in court. Always strive to obtain the best possible result for the client, and treat each case as if it were your own. Respect the client's stated desired result, and when such results are not achievable, insure that your report clearly explains to the client attorney why their desired results were not possible. Our payment cycle is generally 60 days (The month in which the appearance occurred, plus a 30 day waiting period to validate appearance results.)