

## ATTORNEY REFERRALS FROM McCREADY, GARCIA & LEET

PURPOSE: To make expectations clear to lawyer which we refer cases.

1. All clients referred to attorney or firm shall be contacted within 24 hours of the referral.
2. Attorney or firm shall notify M, G & L that they either 1) contacted client and declined; 2) contacted client and made appointment; or 3) unable to contact. If unable to contact, M, G & L shall attempt to make sure such referral is not lost.
3. If the client is declined, attorney or firm shall send written correspondence (letter or e-mail) stating the attorney or firm as well as M, G & L decline to pursue the case and a copy of such correspondence shall be sent to M, G & L.
4. If the referral is accepted, the attorney or firm shall enter into a retainer agreement with the client which complies with the Model Rules of Professional Responsibility. A retainer substantially similar to the attached is acceptable. M, G & L must approve any retainer agreement used by attorney or firm for clients referred.
5. The attorney or firm shall provide a copy of their malpractice insurance to M, G & L.
6. When referring a client, M, G & L expects the attorney or firm to keep in communication with the client. The client may, but should not have to contact M, G & L for status on their case.
7. A copy of the filed complaint shall be provided to M, G & L upon filing.
8. If the client is referred to attorney or firm because M, G & L have been unable to settle the case, i.e for litigation, the complaint will be filed within 30 days of the referral.
9. The referring attorney shall contact M, G & L before finalizing the settlement to confirm expenses and liens.
10. Upon settlement, a copy of a Settlement Sheet signed by the client approving of the distribution of the settlement shall accompany the referral check. The Settlement Sheet shall reflect attorney fees, expenses, liens and net to client.

AGREED:

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## CONTRACT FOR LEGAL SERVICES

I hereby retain and employ FIRM (trial attorney) and McCready, Garcia & Leet (referring attorney) to represent me in the settlement, adjustment or prosecution of a claim for damages against responsible parties who shall be liable on account of personal injuries.

In consideration for services rendered and to be rendered I agree to pay my attorneys a sum equal to 1/3 of whatever may be recovered from the claim by settlement and 40% if litigation is required.

The Client acknowledges, understands and agrees that FIRM and McCready, Garcia & Leet will jointly represent them. FIRM will provide material legal services in this matter and will be primarily responsible for Client's representation. McCready, Garcia & Leet has agreed to assume joint financial responsibility for this matter. Although McCready, Garcia & Leet will not be involved on a day day-to-day basis, Client should feel free to contact Michael McCready at 773-779-9885 at any time. The Client further acknowledges, understands and agrees that FIRM will share its fee with McCready, Garcia & Leet in the event a recovery is made on the Client's behalf. Specifically, FIRM will pay McCready, Garcia & Leet one third of its fee for service. The fee to be paid to McCready, Garcia & Leet will come entirely out of FIRM's fee for service and will not increase the total fee owed by the Client. Prior to disbursement, the Client will receive an accounting of all funds received and no funds will be disbursed without the Client's prior written approval of the disbursements and the fee division. Client agrees and FIRM promises to provide McCready, Garcia & Leet a copy of this Agreement. The client's signature at the end of this agreement indicates his/her understanding and consent to the division of fees and the fee to be paid to McCready, Garcia & Leet.

It is further agreed that in addition to the above attorney's fees, all court costs, subpoena costs, photographs, deposition and court reporter costs, reports, photocopying, postage, parking, witness statements and all other out-of-pocket expenses directly incurred in investigating or litigating this claim shall be reimbursed by the undersigned client from the recovery and that the expenses and attorney's fees may be deducted from the proceeds if any recovery.

I acknowledge that FIRM has made no guarantees regarding the successful termination of the case and all expressions relative thereto are matters of their opinion only. I acknowledge receipt of a copy of this contract.

Date: \_\_\_\_\_

X \_\_\_\_\_

We hereby agree to investigate the above matter, for the purpose of determining whether a reasonable basis for a cause of action on your behalf exists, and if so, to prosecute the above matter entrusted to me, to charge no fee unless recovery is had and to make no settlement without the consent of the client.

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FIRM  
(Trial Attorney)

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McCready, Garcia & Leet, P.C.  
(Referring Attorney)  
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Chicago, IL 60643  
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