

FIRM NAME

BILLING AGREEMENT

The FIRM NAME hereby agrees
to represent CLIENT NAME in matters
concerning TYPE OF MATTER.

We acknowledge the receipt of \$_____ as a retainer for work to be done in this matter. This retainer will be placed into our trust account in your name and will be used to pay fees and disbursements incurred on your behalf. We will use the retainer to pay disbursements as they are incurred, but only move money for our fees into our general account **after** an invoice for work completed is sent to you. This way the firm will have funds on hand to cover expenses when they are paid and you will know when we are collecting fees earned.

When the amount of the retainer gets low we will ask that further funds be forwarded into the retainer account. If there are funds in the retainer account when this matter is concluded, they will be returned to you.

If you wish to set up a regular payment plan, we ask that you to give us post-dated checks for \$_____ for the next _____ months. During that period, we will issue regular invoices to let you know the status of your account with us. At the end of the period, we will meet with you to review your account and revise the payment plan.

Thank you for choosing FIRM NAME,

Sincerely,

Thursday, March 18, 2010

NAME OF COUNSEL

RETAINER AGREEMENT

Between

CLIENT NAME (the “Client”)

and

FIRM NAME (the “Firm”)

I, the client, authorize and retain the Firm to act on my behalf with respect to child custody, access and support matters. I agree that the Firm will take such action as COUNSEL NAME may deem advisable or as I may instruct.

I have read the Billing Agreement and the Memorandum to Clients. I understand both documents and agree to be bound by them as if their terms were repeated verbatim in this Retainer Agreement.

DATED at Ottawa this 18th day of March, 2010.

Signed CLIENT NAME