

Client Intake

Date: _____

Name: _____ Employer: _____
Mailing Address: _____ Telephone (W): _____
Apt/Ste/Lot #: _____ Telephone (H): _____
City, State: _____ Telephone (C): _____
Zip Code: _____ Other: _____
Email Address: _____

Last 4 Digits of SS#: _____ Date of Birth: _____
DL State, #: _____ Race: _____ Sex: _____
CDL: YES or NO

How did you hear about our office?: _____

****DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY!****

Appt Date: _____ Court Date: _____ County: _____

CHARGE: _____
Docket #: _____ Officer: _____

CHARGE: _____
Docket #: _____ Officer: _____

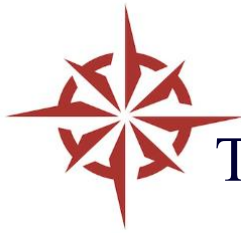
CHARGE: _____
Docket #: _____ Officer: _____

CHARGE: _____
Docket #: _____ Officer: _____

PLAN: _____

Attorney Fee: \$ _____ Court Cost: \$ _____
Payment Schedule (Down Payment to Open Case(s)): \$ _____

WAIVER: YES or NO



Tommy Kellis & The Carolina Law Group

THIS AGREEMENT entered into this ____ day of _____, 2019, by and between THOMAS A. KELLIS II, Attorney at Law, (hereinafter called "Attorney"), and _____, (hereinafter called "Client").

WHEREAS, Client wishes to retain the exclusive services of Attorney to represent Client and perform the legal services defined in paragraph 1 below. Attorney agrees to perform said services faithfully and with due diligence.

1. The matters with reference to which the services are to be performed are:
Limited to: ____ District Court _____ Superior Court _____

2. The amount Client agrees to pay to retain the exclusive services of Attorney is \$ _____. Client acknowledges that this amount of money is earned immediately and has agreed to this arrangement. Further, this retainer for the exclusive services of the Attorney is non-refundable and is earned immediately upon the payment of the same (representing payment for the lawyer's agreement not to represent an adverse party in the above referenced matter).
3. Nothing herein shall obligate representation beyond the Court for which employment is designated herein.
4. I authorize the Attorney to purge or destroy my file upon the entry of a judgment, order, dismissal, or the conclusion of the case for which Attorney was employed. No notice to me of the destruction of the file is necessary. Client Initials _____
5. I authorize the Attorney to retain and to apply towards attorney's fees and expenses any trust monies equal to or less than \$100.00 left in my trust account at the conclusion of the Attorney's work in this matter. No notice to me of this retention of monies is necessary. Client Initials _____

CLIENT

THOMAS A. KELLIS II, ATTORNEY AT LAW

WAIVER OF APPEARANCE

FILE NO: _____

Name

- 1) That the defendant appoints and designates Thomas A. Kellis II, attorney at law, as legal counsel to appear on the defendant's behalf, and further grants to said attorney the authority to:
 - a) Enter a guilty plea to any offense that the attorney deems appropriate;
 - b) Pay such fines and costs of court as may be directed by the Court;
 - c) Accept and comply with any terms of a suspended sentence;
 - d) Enter a plea of not guilty.
- 2) That the defendant waives the right to testify in person and waives the right to face his or her accusers in person.
- 3) That the defendant understands that either party may in the defendant's absence: Offer evidence; Examine witnesses; Argue the law and evidence.
- 4) That the defendant agrees to be bound by the decision of the Court and comply with the courts judgment as in any other case subject to the defendant's right to appeal.
- 5) That the defendant agrees that the attorney has authority to sign documents pertaining to this case and may sign with the defendant's name.

X _____
Defendant Signature