

THE LAW OFFICE OF WILLIAM J. DUKES, PLLC

Limited Scope Consultation Terms and Conditions

The following terms and conditions apply to any consultation booked with William J. Dukes or THE LAW OFFICE OF WILLIAM J. DUKES, PLLC, through its website:

1) *Limited Scope*. The purpose of this consultation is to answer your questions and give limited legal advice, to the extent possible in the time available. Depending on the complexity of your matter and the legal issues involved, I may not be able to completely answer all of your questions during the appointment. In some cases, for example, we may decide to schedule a follow-up consultation if any legal research or review of documents is necessary. Please note that I have not yet undertaken to represent or advise you beyond the duration of this appointment. No extended or general attorney-client relationship will be deemed to exist unless we both agree and confirm the terms of the representation in a contract or engagement letter signed by both of us.

2) *Conflicts of Interest*. You are responsible for letting me know as soon as possible of any person or entity whose interests may be adverse to yours in this matter. I reserve the right to cancel the appointment and refund any fees paid in advance if I identify a conflict of interest that would prevent me from representing or advising you. Keep in mind that I represent other individuals and entities, and that some of my clients may have adverse interests in other, unrelated matters. By booking this appointment, you agree that I can continue to represent existing clients in any matter whatsoever, without regard to any actual or potential conflict of interest, and that I may undertake to represent future clients in any matter not substantially related to a matter we discuss during your consultation. You further agree to waive any conflict of interest, otherwise created by this consultation, that could prevent me from representing any client, or limit my ability to represent any client, in any existing or future matter. This waiver of conflicts of interest shall not constitute a waiver of the attorney-client privilege, however, and shall have no effect on the duty of confidentiality with regard to any matter you may disclose during this consultation.

3) *Areas of Practice*. Keep in mind that I only represent clients in specific areas of practice and cannot undertake to represent or advise you in every possible legal matter. I reserve the right to cancel the appointment and refund any fees paid in advance if I determine that your legal matter falls substantially outside of my areas of practice. If we determine that you have legal needs outside of my areas of practice, I will try to help you identify another attorney or firm who may be able to assist you. In this case, it will be your responsibility to contact and/or retain another attorney or firm, if you so choose.

4) *Fees*. Fees paid for this consultation represent both a retainer for my time and availability and professional fees for any legal advice provided during your consultation. Any fees paid in advance are earned upon payment and are non-refundable. You can reschedule your appointment with no additional fee, provided you give me notice at least 24 hours before your appointment.