

LAW OFFICE OF

**BRENT R. COLE, P.C.**

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ANCHORAGE, ALASKA 99501-2136

TELEPHONE (907) 277-8001  
TELECOPIER (907) 277-8002

Client:

F/V:

Re: State of Alaska v.  
Case No.:  
Citation No.:  
Our File No.:

Dear \_\_\_\_\_,

You have requested that the Law Office of Brent R. Cole, P.C. ("Firm") represent you in regard to the recent charges filed by the State of Alaska. This letter confirms terms and conditions upon which this Firm is willing to undertake the foregoing representation.

**1. Please carefully read this entire letter.** If we have already spoken, some of this information will be a repeat of our conversation. We will speak again of this information in the future. Still, please carefully read this entire letter. Attached are the necessary documents for you to sign. **If you send me all the documents addressed in this letter**, I can and will appear in court on your behalf, and **you will not need to go to court**. If you do not, you can be required to appear in person in court.

**2. Documents to be signed and returned.** You will need to complete the forms listed below and fax or email the completed documents immediately to my office in Anchorage. After you have emailed or faxed the documents listed below, mail the originals to my office as well. The fax number is (907) 277-8002. My office email is [staff@akcolelaw.com](mailto:staff@akcolelaw.com). You will find the Firm's address at the top of this page.

- **Fishery Client Intake Form.** The top section of this form needs to be filled out in its entirety, and legibly, by each of you. This form is **critical** because it provides the information I need to maintain contact with you after the fishing season.

**PLEASE NOTE---** It is your responsibility to update your contact information with my office. If I am unable to contact you due to not having adequate contact information, I am required to notify the court which can result in the issuance of a bench warrant for your arrest. If a bench warrant is issued in your case under these conditions, your retainer payment will be forfeited, and additional charges of at least \$1,000 will be applied in order to resolve your case.

**Please initial if you have read and understand this provision.**

**Client initials:** \_\_\_\_\_

- **Consent to Proceed.** Per Alaska Rule of Criminal Procedure 38, a signed Consent to Proceed allows me to appear for you as legal counsel in all noncritical matters related to your case. In other words, **after you sign and return this document, you will not need to come to court**, and I will have the ability to act as your legal representative in court. To accomplish that, I will file your signed consent with the court and send a copy to the prosecutor. Of course, I will keep you advised of the progress of your case. In addition, I am prohibited from making any important decisions in your case without your explicit authorization. Finally, at any time, you can withdraw the Consent to Proceed.
  - **Rule 45 Waiver.** The Criminal Rule 45 Waiver allows me to continue or reschedule your case into the future. Under Alaska law, a criminal defendant has a right to have his case tried by a judge or jury within 120 days from the date he was issued or served with the citation. This rule is in the place largely to prevent the government from delaying a case to the detriment of the client. At your arraignment, (the court date the state trooper listed on the citation advising you when you had to be in court, in which you are formally read the charges against you) a trial date will be scheduled, likely for September or October. It is my experience that it most often benefits the client to continue (or postpone) a trial into the future. For the court to grant a request to continue a trial, the court often requires a defendant to waive (give up) his right to have his case brought to trial within 120 days. In other words, the time between the request to continue the case and the date the case is continued to is not counted for the purpose of the 120 days computation. Again, my advice is to sign the Rule 45 Waiver and allow me the discretion to continue or reschedule the trial date to September or October.
  - **Advisement of Rights.** You have been charged with a misdemeanor offense that requires you to be present in court in order to be informed of your constitutional rights and enter a plea. This form advises you of those rights so it will be unnecessary for both you and me to attend your arraignment. Instead, I will file a notice with the Court that you have been advised of your constitutional rights and you want to plead "NOT GUILTY" at this time along with the filing of my Entry of Appearance and your signed Consent to Proceed. As a consequence, the Court will schedule this matter for a pretrial conference sometime in September. An overview of your constitutional rights are included in this document.
  - **Consent To The Terms of this Engagement Letter.** This is located at the end of this letter. By signing this Consent, you are indicating that you consent to Law Office of Brent R. Cole, P.C.'s representation of you with regards to this matter, on the terms and conditions set forth in this letter.
3. **Subject of Representation.** I agree to represent you during the course of this litigation up and to trial (although as addressed below, the flat fee will not include my representation at trial, which will need to be negotiated separately). This means that I will make all court appearances for you including: arraignment, status hearings, change of plea, and sentencing (if that is the resolution or end result). It will be my effort to resolve your case to your

Client

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satisfaction without a trial. That said, I will request all reports, audio and video recordings, statements, and other information relevant to your case from the prosecutor (this is called a Rule 16 discovery request). I will provide you with all those materials and documents after we receive them at the Firm. It is important that you review all information I send you. Again, please contact me at any time if you have any questions. Please note, this representation does not include representing you on any appeals with may arise. Representation on any appeals must be negotiated separately.

**4. Potential Conflicts of Interest.** You have requested that I represent both of you in this case. We are not aware of any potential conflicts of interest that the Firm may have with regard to this representation. The Firm does not and has never represented the State of Alaska.

**5. Professional Undertaking.** I will have primary responsibility for legal representation. Other attorneys and legal assistants in the Firm may be used in the best exercise of our professional judgment. *We will endeavor to assist you in a professional manner and to the best of our ability, but we cannot guarantee the outcome of any given matter.*

**6. Fees.** *This firm will enter into a flat fee arrangement with you, meaning that for a flat fee of \$2,000, I will represent you in all matters up to but not including trial.* A “flat fee” means that the client makes a single payment for legal representation. Included in that amount are attorney’s fees for time spent focused on attorney/client consultations and communications with the state prosecutor and/or state troopers; legal research services; private investigation services; secretarial and paralegal time and cost; costs associated with obtaining and dispersing discovery including investigative reports, photographs, audio recordings and/or video recordings; and clerical expenses like copying, transcriptions, and postage.

**Again, the flat fee mentioned above does not include any fees or costs associated with a trial.** That being said, you are being charged the \$2,000 flat fee in exchange for referenced services to resolve the case with a plea bargain that is acceptable to you, or potentially a dismissal. If after those efforts the case is not dismissed, and it is your decision to take your case to trial, it will be necessary for you and me to speak so I can advise you as to the attorney fees and costs associated with a trial in Naknek or Dillingham. This separate fee will be in addition to travel costs, as I will need to travel to Naknek or Dillingham for the proceedings.

**If prior to a conclusion of this matter, you wish to represent yourself or hire another attorney, then this fee arrangement will convert to an hourly rate fee.** My hourly rate is \$500 per hour. I may also assign work to an associate attorney at a rate of \$250 per hour, to a paralegal at a rate of \$150 per hour, or an administrative assistant at a rate of \$50 per hour.

**Please initial to acknowledge agreement with this section.**

**Client initials:** \_\_\_\_\_

Client

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7. **Retainers.** We are requiring a retainer of \$2,000 at this time. This must be paid prior to our firm entering an appearance on your behalf. We accept credit cards or confirmed payments from the cannery on your behalf for payment of your retainer. Again, this does not include the cost of a trial.

- \_\_\_\_\_ (Initials) I authorize Law Office of Brent R. Cole, P.C., to charge my credit card for the \$2,000 retainer.

\_\_\_\_\_ [credit card #] \_\_\_\_\_ [exp. date]

- \_\_\_\_\_ (Initials) I authorize Law Office of Brent R. Cole, P.C., to request payment of the \$2,000 retainer from my processor.

\_\_\_\_\_ (name of processor)

8. **Client's Duty to Be Truthful.** In nearly all circumstances, the communications between an attorney and the client are confidential and cannot be disclosed to another party without the client's consent. This protection is available in order to encourage clients to be truthful and forthright with their counsel, to ensure that appropriate legal advice is given in any one circumstance. Our communications with our clients will remain confidential, absent of our client's consent to their disclosure.

9. **Billings.** Our invoices generally will be prepared and emailed at the end of the case.

10. **Termination.** You have the right to terminate our representation at any time. If you terminate our firm prior to resolutions, this flat fee will convert to an hourly rate of \$500 per hour. We will have the same right, subject to our obligation to give you reasonable notice to arrange alternative representation and, where required, to obtain permission of the judge before whom a litigation matter is pending.

11. **Closing Files.** At the close of this matter, we will store the file on-site for a period of fourteen (14) days. After that time, the original documents will be scanned and stored electronically, and the paper copies destroyed. If you would like to keep any items, including discovery or any documents you may have provided us, please advise us when the matter is closed, and we will be happy to accommodate you.

If you are willing to consent to our representation based on the conditions stated above, please so indicate in the space provided below and return one copy of this letter to me.

Very truly yours,

LAW OFFICE OF BRENT R. COLE, P.C.

Brent R. Cole

**CONSENT**

I, \_\_\_\_\_, consent to the Law Office of Brent R. Cole, P.C. representation of me, on the terms and conditions set forth in the foregoing letter. I authorize the Law Office of Brent R. Cole, P.C., to send any and all correspondence or documents to me at the following email address:

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**PLEASE PROVIDE AN EMAIL ADDRESS**

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DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature

**DOCUMENTS TO SIGN AND RETURN TO BRENT COLE:**

- 1. Fishery Client Intake Form (separate form)**
- 2. Consent to Proceed (separate form)**
- 3. Rule 45 Waiver (separate form)**
- 4. Advisement of Rights (separate form)**
- 5. This Engagement Letter- initialed, signed, and filled as indicated**

BRC/lmc