

**LAW OFFICES OF JOHN GIANNETTI**  
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Revised 3/7/17

**Additional Information Regarding Scope of Representation to Client After Payment Including Online or Mailed Payments for Maryland District and Circuit Court Cases**

This letter, consisting of two pages, is sent to all clients when payment is made for payment of legal services and outlines additional information for the client regarding the scope of representation of this firm's and all its attorney's representation for your charges in the District Court of Maryland or Circuit Court. Agreement has been reached on fees and payment for your case, and has been sent by separate written text, email, or letter. You have agreed to pay in accordance with the written communication. You must provide payment in full before the final date of trial. If you do not pay in accordance with this agreement, we cannot represent you.

If the case is transferred to the Circuit Court prior to trial, the case will be more expensive. If a written agreement for the cost of representation of you at the Circuit Court has not been sent, then it will be sent in the future by separate writing, by text, email, or letter. Unless otherwise agreed in writing, Circuit Court appearances are \$1000.00 per appearance, and a trial in Circuit Court is \$2000.00 per day or part of a day.

The agreed fee for the District Court Case does not include representation for a Circuit Court case, any additional hearings before the Office of Administrative Hearings or post-trial and post-sentencing hearings for reconsideration, violation probation, or new trial, and does not include representing you on your appeal, or at any post-trial hearings. If for any reason our services as your attorney are terminated (by us or by you), we will charge \$350 an hour for work already completed (including the initial meeting), not to exceed the agreed upon fee, and we will return an unearned money from our operating account, not from the escrow account within 90 days. If you fail to appear for any hearing or tell us that you will do something illegal, we reserve the right to terminate our representation and/or bill you for our lost time in court above any rates mentioned herein. Occasionally, charges will be dropped after the attorney has entered appearance or has made contact with the State before the scheduled court date. If the charges are dropped for whatever reason, it is agreed that the attorney has earned the full fee for the representation.

**Informed Consent:** By continuing the representation by this form, you are hereby consenting for all monetary funds to be placed in the firm's operating account, not the escrow account. By placing the funds in the operating account, these funds may be at risk to the creditors of the firm, and may be lost in a bankruptcy case, and may be frozen, or otherwise lost, or may be unavailable for return to the client if unearned. With this information, you still consent to the placement of these funds in the operating account. We request that any requirement by you to put the funds in escrow be in writing.

During the course of this representation, Attorney John Giannetti, Jr. and the Law Offices of John Giannetti may share details of your case with various individuals in the legal profession, including aides and clerks and other individuals or lawyers who work at the law firm or who regularly consult with Mr. Giannetti.

In some cases, you have been given a "Homework Sheet". The strategy of your case is based on your completion of the items listed. If you cannot complete those items, please let us know. Also, you have been given this "Additional Information" sheet which gives you additional information and office policies.

It is important that you dress appropriately for all court hearings. Some judges find casual clothes disrespectful to the court. Dressing up will never hurt you, and can only help the judge's perception of you. Therefore, men should wear a suit and tie, and women should wear a conservative dress or business suit. Please wear dress shoes.

Occasionally, our clients get help from family members or friends who help to pay their legal fees. We will assume that you approve our discussing your case with these individuals. If you do not wish for us to

discuss your case with an individual who is paying on your behalf, you must tell us. Sometimes, your relationship with the paying friend or family member may deteriorate, and the friend or family member may contact our office demanding a refund. If this happens, we will not provide any refund until substitute funds are provided, and any attempts by a non-client to fraudulently dispute the charges made on your behalf or to fraudulently reverse the charges will be handled as a criminal matter and we will seek criminal prosecution for fraud and theft of services.

If you need to speak to John and have been unable to reach him by phone, please call the office and set up an appointment to meet in the office. Appointments are available every day of the week in the evenings, or on most weekends. Call the office at 410.231.3001 or email the office at [JohnGiannetti.office@gmail.com](mailto:JohnGiannetti.office@gmail.com).

For most cases, you have a right to appeal your case. Some cases require that you ask for leave to appeal. Your appeal must be filed within 30 days of your sentencing date or date of final judgment. If you wish this firm to file an appeal on your behalf, you must request this of us in writing BEFORE the deadline, and we will file the appeal for you. There is no additional legal fee for filing an appeal, but you are responsible for paying the court-imposed appeal fee PRIOR to the deadline. If you wish us to represent you on your appeal, an additional retainer agreement must be signed.

Depending on the disposition of your case, you may want our firm to request a new trial or request a modification of your sentence. In most cases, a new trial must be requested within 10 days of sentencing, and a request to modify your sentence must be done within 90 days of your sentencing. If you want this firm to file these motions on your behalf, you must request them in writing to us at prior to the deadline.

We have made no promises about the outcome of the case. If all of the above is understood and agreed to, please indicate your acceptance and understanding by signing on the space provided. If this document is being emailed to you, please must return it to the office at the above address or you may fax the document to 410.263.3707. If you do not return it, it represents our agreement as we understand it and stands as our notification to you in writing of additional information regarding our agreement, terms and scope of representation.

  
\_\_\_\_\_  
Attorney Signature

I HAVE READ THIS AND UNDERSTAND TO THE TERMS AND SCOPE:

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Print Client Name

\_\_\_\_\_  
Client Address

\_\_\_\_\_  
Client Email

\_\_\_\_\_  
Client Phone

RETURN BY MAIL, EMAIL, OR FAX TO:  
LAW OFFICES OF JOHN GIANNETTI  
1125 WEST ST, SUITE 200  
ANNAPOLIS, MD 21401  
[JOHNGIANNETTI.OFFICE@GMAIL.COM](mailto:JOHNGIANNETTI.OFFICE@GMAIL.COM)  
FAX: 410.263.3707