

2011

Dear

### **TERMS OF ENGAGEMENT FOR PROVISION OF LEGAL SERVICES**

The Rules of Conduct and Client Care for Lawyers of the New Zealand Law Society requires me to give you the following information:

1. **Fees:** As you are legally aided, the cost of legal services to you (if any) is set out in your letter from the Ministry of Justice. If you do not qualify for legal aid we will require you to pay our fees to cover the work completed.
2. If you are required to pay our fees, to assist, we accept Amex, Mastercard and Visa payments. However due to the commission charges passed on to us by the banks, an additional 4% will be added to **all** fees made by way of credit card.
3. **Professional Indemnity Insurance:** I hold professional indemnity insurance with AON New Zealand.
4. **Complaints:** If you have a complaint about my services please discuss it first with me. If we are unable to resolve it you may refer your complaint to the Ministry of Justice or the New Zealand Law Society.
5. **Persons Responsible for the work:** I (Jeremy Sutton) am the person responsible for the work however I may delegate as I see fit to other employees in the office.
6. **Files:** I will destroy your files and documents after 3 years.

Yours faithfully

**Jeremy Sutton**  
**Barrister**

jeremy@jeremysutton.co.nz  
DDI (09) 263 6953

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**RE:**

I hereby confirm that you are authorised to carry out this engagement in accordance with the Terms and Conditions referred to above.

.....  
**Signature**

.....  
**Full Name**

.....  
**Date**