

Wyatt Legal Services, PLLC E-Mail Noticing Authorization

Client Name:
Responsible Party:
Date:

Dear Client,

Wyatt Legal Services, PLLC is a paperless, or perhaps more accurately, a reduced paper office. This means that all of your case materials are scanned, saved and stored electronically. We do keep all original documents of legal significance, like deeds, wills, etc. However, most documents are imaged and then the paper is destroyed. We backup all of our systems both on site and at a secure off site co-location at all times. In fact, our client's files are less susceptible to loss than the average office because the loss of paper records in a fire in our office would not result in permanent loss to the client or us as all materials have been imaged and can be accurately reproduced. In addition, our imaging processes are not susceptible to alteration by ordinary computing methods and are as accurate as photocopying.

More and more courts are requiring email or electronic case filing and so most of our court related materials are imaged. Receiving communications by email requires the additional consideration that, like telephone calls, emails may be easily intercepted like any other electronic communications. We cannot guarantee the security, privacy or confidentiality of electronic communications. We, therefore, want to remind you that any sensitive communications should always be made in person, within our offices, or your home, for the purpose of preserving the attorney-client privilege. Of course, your engagement agreement respecting copies and other paper record expenses provides that we will charge for all paper reproductions. These costs are minimized with electronic imaging and email.

With this in mind, we offer all clients the choice of keeping records manually, that is, on paper and the choice of receiving materials from us on paper or by email. Please designate for us which methods of storage and communication you would prefer and read, accept and sign the following:

Communications

I would prefer to receive communications from this office by email. My email address is:

@

I agree that I will check my email every workday of the week. I also agree that I will set my email program to send an received/read acknowledgement to the send of any email from this office or, in the alternative, I will reply to all email from this office to acknowledge receipt of each email. Initials [_____].

I would prefer not to receive email communication and request that this office send paper records of all communications.

Record Keeping

I authorize the firm to maintain my office files electronically. I understand that if I ever request a paper copy of my file that one will be reproduced from electronic records and there will be a charge therefore according to my contract with the firm. If I request an electronic copy of my file it will be produced on a CD-ROM in PDF format and I will be charged \$5.00 per disk.

I would prefer that my records be kept on paper.

Dated: _____
