**MODEL LAWYER-CLIENT ENGAGEMENT AGREEMENT  
(provisions relevant to a Paperless Law Office)**

*Suggested provisions dealing with Electronic Files & Paperless Law Practice are set forth below. These are recommendations only, and should be freely modified to suit your particular circumstances, or any special demands in your type of law practice.*

**Retention, Delivery and Destruction of Files:** Lawyer will scan and store all Client files in electronic PDF format and destroy all hard-copy (paper) files given to or received by Lawyer immediately after scanning. Lawyer will store at Lawyer’s expense all relevant PDF files relating to Matter for a period of up to one (1) year following termination of Lawyer’s representation and may thereafter destroy same without further notice to Client. In addition, Lawyer will store all relevant PDF files relating to property of Client that Lawyer has held in trust for a period of five (5) years and may thereafter destroy same without further notice to Client. Client may request in writing that Lawyer make available to Client or the Client’s designee any PDF files in Lawyer’s possession. Within seven (7) days of receipt of such request, Lawyer shall make electronic (not hard-copy) files available for pick-up at Lawyer’s office.

**Cloud Storage of Documents**: Lawyer will store electronic copies of Client files using third party online storage services (“the cloud”) that provide appropriate security and encryption services. We will use our best judgment as to levels of encryption or security appropriate for storing Client files in the cloud. If you require or desire special treatment of your files, please let us know in writing at the outset of our representation. If you do not communicate any special need to Lawyers’ use of the cloud you will be presumed to have agreed to whatever cloud storage services we deem appropriate.

**Electronic Signatures and Copies:** Lawyer and Client agree that a digital signature shall be effective to prove assent to the terms of this Agreement. Furthermore, Lawyer and Client agree that the terms of this Agreement may be proved through an electronic facsimile, including a scanned electronic copy in Portable Document Format (“PDF”) or other digital format, and that no “original” hard-copy document shall be retained by Lawyer to prove the terms of this Agreement.

**Notices:** All notices shall be provided to the parties at the addresses or email addresses set forth below.

**Signatures (manual or digital):**

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Lawyer Name & Email Address

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Client Name & Email Address

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_