

DUI PERSONAL DEFENSE EVALUATION  
ENGAGEMENT AGREEMENT

Please read the terms of our engagement below. If you print this form for mailing or faxing, sign the agreement before sending it. The preferred method is to submit the form by Email. There is a "Submit By Email" button on the last page.

For the fee indicated on page two below, the Keyt Law Office will perform an evaluation of the DUI criminal case the government has filed against you. The purpose of this evaluation is to determine whether or not you have a case that can be successfully defended in court. After a review of all the evidence in the case, we will provide you with an opinion letter recommending a course of action on your case. If the facts and circumstances of your case provide you with a possible defense, we will refer you to an experienced DUI attorney to handle your case in court. This attorney will give you a credit against their fees for the cost of the Personal Defense Evaluation (PDE). This agreement will describe the terms of our representation to ensure your complete understanding and approval.

We are not being retained to appear on your DUI case in court. We will not make any court appearances on your behalf. You must go to your court arraignment and plead "Not guilty." You will then be responsible for obtaining the government's evidence against you through the court "discovery" process. We will provide you with guidance on how to obtain the evidence from the prosecutor. You will also be required to complete a detailed description of all the facts and circumstances surrounding your DUI citation. After you have collected the evidence from the prosecutor, provided the evidence to us and completed your description of the facts, we will begin the PDE process. During the PDE process we will interview you regarding legal or factual issues in your case.

If the government has retained a breath sample or a blood sample in your case, you will be responsible for obtaining the necessary forms and permissions from the government to obtain the sample for independent testing. The government will not release the samples to you, but will forward them to a licensed laboratory for testing. We will provide you with guidance on how to work through the process of obtaining the samples and submitting them to a lab.

In all DUI cases collection of the evidence is driven by scheduled court dates and in some cases, prosecutor plea cut-off deadlines. The evidence must be collected promptly to allow sufficient time to evaluate the evidence before a scheduled pre-trial conference, or a plea cut-off deadline. Evidence collection is your responsibility and you must remember that failure to collect the evidence as soon as possible may result in the loss of a possible defense, or the loss of a potentially favorable plea offer from the prosecutor. We will provide you with an evidence collection checklist to use as your guide for the the evidence collection process.

After the PDE has been completed, we will advise you to either seek a plea agreement, or if you have a case with legal or factual defenses, retain legal counsel to defend the case in court. If we recommend accepting a plea agreement, it is your responsibility to communicate with the prosecutor and have them make you a plea offer. We will review the plea offer made by the prosecutor and advise you on whether or not it conforms to standard offers made by that prosecutor's office. If it does not, we will suggest possible changes and negotiation points. However, it is your responsibility to negotiate the plea offer with the prosecutor. We are not being retained to negotiate with the prosecutor on your behalf.

This agreement is for a PDE on one criminal DUI case in court. It does not cover any administrative action take by Arizona Motor Vehicle Department (MVD) resulting from your Driver's license suspension for points or DUI. MVD's actions are separate and apart from your DUI criminal case. We will provide you with information about what to expect from MVD if you are found guilty of DUI.

Additional services on your case are possible. If you would like additional services, please check the appropriate box(s) below on page two. By checking the box below, or signing below, you accept the terms of this engagement and any additional services indicated.

**Please accept the Agreement using the box below. Clicking on the box will start the digital signature process. If you do not have a digital signature, in the window that opens select "Create a self-signed digital ID for use with Acrobat." If you can't complete the digital signature process, please print the form and sign, then submit via US Mail to Keyt Law Offices.**

Date \_\_\_\_\_

Document Signature Field

## SELECT YOUR DESIRED SERVICES BELOW

- \$750 DUI PERSONAL DEFENSE EVALUATION. The PDE does not include plea negotiation with the prosecutor. If you would like us to negotiate with the prosecutor on your behalf, see below.
- \$300 PLEA AGREEMENT NEGOTIATION SERVICE. After completion of your PDE, if you would like us to negotiate with the prosecutor on your behalf to obtain the best plea, check this box. You may add this service after completion of your PDE. The PDE does not include plea negotiation.

## PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION ABOUT THE CASE

Name of Your Court:

Police Agency:

Court Case Number:

Date of Citations:  Date of Next Court Date:

Client Name

Work Phone  Home Phone

Mobile Phone  FAX

E-mail Address

### Client Address

Address 1

Address 2

City  State  Zip

## Credit Card Payment

If you would like to pay by credit card, please provide your credit card information below. You may pay using Visa, Mastercard or Discover Card. The entire amount you pay Norman Keyt for fees and costs is nonrefundable, but you may nevertheless discharge Norman Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation. The person who pays the legal fees and costs due under this agreement by credit card confirms that the company that issued the credit card allows charges for future services, costs and expenses.

Credit Card Number

Security Code\*

Expiration date (MM/YY)

Credit Card Billing Address Same as above.

Credit Card Billing Address is different than Client Address.  
Billing Address for Credit Card set out Below.

Address

City  State  Zip Code

\* The security code, or "V" code, is found on the back of your card.  
It is a 3 digit number, usually to the far right of the numbers on the  
back of the card.

### How to Submit This Agreement

1. Preferred Method: Click on the "Submit by Email" button below. This button only works if you use an Email program such as Outlook, Outlook Express or Eudora. It does not work with Email accessed with your web browser. Clicking on the button should open your Email program. If it does not, then you must use method two below to submit.
2. If you can't submit by Email, click on the "Print" button below. This will print a paper copy of the form with all data filled in. You may then FAX or mail the form to this address:

Keyt Law Office  
3001 E. Camelback Rd., Suite 130  
Phoenix, AZ 85016

FAX Number: 602.265.5964  
Phone Number: 602.265.0461



### CONFIRMATION AND THE NEXT STEPS

When we receive the agreement we will send you an Email confirmation within a few hours of receipt. We will also send you the PDE Checklist. The Checklist will serve as your guide for the evidence collection process and dealing with the prosecutor. You should begin the job of collecting evidence as soon as possible to insure that the PDE is completed before critical court dates or prosecution plea cut-off deadlines.