

LAW OFFICE OF SALVATORE RITACCO, LLC

149 LIBERTY STREET • PAWCATUCK CT • 06379



Client or Prospective Client
149 Liberty Street
Pawcatuck, CT 06379

RE: Conflict of Interest
Legal Representation

Dear Prospective Client:

We appreciate your visit to our website and your interest in retaining our office for legal services. You may send a completed and signed background information form found on this website to rl@ritaccolaw.com. Please note, this is an unmonitored email address and is only used for the purpose of having prospective clients provide contact information and any adverse party's contact information. If for any reason you do not receive a response within one business day, please call our office at (860) 599-1111 extension number 1.

Information you send by email prior to our office accepting you as a client is not protected by the attorney-client privilege and is not confidential. Therefore, your email should not include confidential information.

To obtain legal advice, you must establish an attorney-client relationship with us by signing and returning a signed retainer agreement and submitting a retainer payment as requested. Until you do so, we are not your attorney, you are not our client, and nothing you tell us is privileged or confidential.

If in doubt about whether any information is confidential, please exclude it. Your failure to follow this directive may enable us to use this information against you if we are representing an adverse party in any other matter. **We need only information to perform a conflict check to determine whether we can represent you.** Please do **NOT** provide your social security number (SSN) or date of birth (DOB) until we are retained.

DO NOT PROVIDE ANY CONFIDENTIAL INFORMATION. ONLY AFTER WE ARE RETAINED WILL YOU BE REQUIRED TO PROVIDE ANY FINANCIAL INFORMATION OR PERSONAL BACKGROUND INFORMATION SUCH AS DATE OF BIRTH, SOCIAL SECURITY NUMBER OR INFORMATION REGARDING YOUR MATTER.

Please forward a completed, signed Background Information Form to rl@ritaccolaw.com and after we perform a conflict check we will, in turn, forward a retainer letter, and retainer agreement.

We appreciate the opportunity to work with you to accomplish your goals.

Very truly yours,
LAW OFFICE OF
SALVATORE RITACCO, LLC

By Salvatore Ritacco
Salvatore Ritacco

SR/dap
Enclosure(s): see webpage for forms
Administrative/New Client Docs/updated/RL- Forms Page.docx