**RETAINER**

1. I, Aaa, hereby personally retain [Name of Law Firm] Professional Corporation/Société Professionnelle to advise me and to act on my behalf in regards to the following:

**THE ADMINISTRATION OF THE ESTATE OF DDD**

**Or**

**TO OBTAIN A CERTIFICATE OF APPOINTMENT OF ESTATE TRUSTEE**

and to take such actions, conduct such proceedings, perform such services, make such disbursements and employ such counsel, agents and other experts as [Name of Law Firm] Professional Corporation/Société Professionnelle considers necessary or proper for the conduct of such matters.

1. I understand that the legal fees for this matter will be based primarily on the time spent on my file and the regular hourly rate of those persons working on the matter. In addition to the time spent, however, the following matters may be taken into account in fixing the final fee:
   1. the difficulty and importance of the matter;
   2. whether special skills or services have been required or provided;
   3. the amount involved or the value of the subject matter;
   4. the results obtained;
   5. the certainty of the compensation; and
   6. the urgency of the matter.
2. I understand that the present hourly rate of Lucie [Name of Law Firm] is $.00 per hour and that of her law clerks’ is $.00 per hour. I understand that such hourly rates may be increased from time to time without notice to me.
3. I understand that in addition to legal fees, my bill will include necessary disbursements of money paid by [Name of Law Firm] Professional Corporation/Société Professionnelle on my behalf.
4. I understand that I may be requested to provide an advance on account of legal fees and disbursements prior to [Name of Law Firm] Professional Corporation/Société Professionnelle commencing any work and I understand that I may be requested to provide such further advances from time to time.
5. Any monies paid to [Name of Law Firm] Professional Corporation/Société Professionnelle will be held in trust to my credit and will be applied toward such disbursements and legal fees when incurred. I also understand that in the course of this matter, [Name of Law Firm] Professional Corporation/Société Professionnelle may receive moneys in trust from third parties to my credit. I authorize [Name of Law Firm] Professional Corporation/Société Professionnelle to deduct from such moneys the legal fees and disbursements in this matter or other matters in which it has been retained by me.
6. I understand that I may receive interim accounts from time to time. I agree that all accounts are payable upon receipt and I agree to pay interest on any amounts outstanding for more than thirty (30) days at the rate of 24% per annum.
7. I understand that this retainer in no way prevents me from having my account reviewed if I so desire and that there is an Assessment Officer of the court who has the power to review lawyers' accounts.
8. I hereby authorize [Name of Law Firm] Professional Corporation/Société Professionnelle or its agent to make all necessary enquiries from credit agencies, banks, or any other source regarding my credit performance.

DATED at North Bay this day of.

Name: Aaa

Personal Representative

**AUTHORIZATION AND DIRECTION**

**TO:**

**RE: Administration of the Estate of Ddd**

I HEREBY AUTHORIZE AND DIRECT you to forward to my solicitor, Lucie [Name of Law Firm] and [Name of Law Firm] Professional Corporation/Société Professionnelle, of 325 Ski Club Road, North Bay, Ontario, P1B 7R3, Fax: (705) 495-6274, any and all information, files, papers, and documents pertaining to the deceased and the deceased’s Estate which you have in your possession or control.

THIS AUTHORIZATION AND DIRECTION shall be your full and sole authority for so doing.

DATED at North Bay, this day of , 2019.

Name: Aaa

Personal Representative

**AUTHORIZATION AND DIRECTION TO RELEASE FUNDS**

**TO:**

**RE: Administration of the Estate of Ddd**

I HEREBY AUTHORIZE AND DIRECT you to forward to my solicitor, Lucie Laperrière Rochefort, of Laperrière Rochefort Professional Corporation/Société Professionnelle, 325 Ski Club Road, North Bay, Ontario, P1B 7R3, Fax: (705) 495-6274, any and all information, files, papers, and documents pertaining to the deceased and the deceased’s Estate which you have in your possession or control.

I HEREBY AUTHORIZE AND DIRECT you to pay to my solicitor, “[Name of Law Firm] Professional Corporation/Société Professionnelle, in trust”, of 325 Ski Club Road, North Bay, Ontario, P1B 7R3, Fax: (705) 495-6274, all remaining funds in all accounts/investments pertaining to the deceased and the deceased’s Estate which you have in your possession or control and all account particulars, including the names of account holders, account numbers, and all other information as our solicitor may advise.

THIS AUTHORIZATION AND DIRECTION shall be your full and sole authority for so doing.

DATED at North Bay, this day of , 2019.

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Name: Aaa

Personal Representative