

PETERSON WAGGONER & PERKINS, LLP

Attorneys at Law



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WELCOME

Thank you for bringing your legal work to Peterson Waggoner & Perkins Law Office. Our goal is to provide you with high quality legal services, in a manner which will clarify your legal issues and earn your respect for the necessary legal procedures.

Our office is open from 8:00 a.m. until 5:00 p.m. Monday through Friday. That does not mean that your attorney will always be available, but a staff member will be able to take a message for the attorney, and should be able to tell you when the attorney will be available. Court appearances, client conferences (in or out of the office) and research projects may cause our attorneys to be unavailable, but our staff members can schedule a conference or estimate when a return call may be expected.

While many people avoid being involved in legal matters, whether as a person engaging in a business transaction, estate planning or administration, or as a party to a lawsuit, it is our expectation that the attorneys and the staff of Peterson Waggoner & Perkins, LLP will furnish the highest quality legal and professional service to our clients. If you have a problem or concern about the services which have been provided, please discuss your concerns with one of our attorneys.



AREAS OF PRACTICE

- Estate & Elder Law
- Health Care Planning
- Wills, Trust & Probate
- General Civil Litigation
- Family Law
- Real Estate & Development
- Corporation & Limited Liability
Company creation/operation
- Civil & Criminal Appeals

USE OF LEGAL ASSISTANTS

The use of legal assistants allows our attorneys to improve service to our clients. Our legal assistants can schedule matters with the Courts and clients, give updates to clients, ask clients to send in needed information or documents and assist them in completing forms. Effective communication, use of technology and case management are among the tools we use to help our clients and staff to promptly resolve legal matters.

We engage a highly qualified staff by keeping up with technology and education. Karin L. Fowler, our office manager since 1996, has been with the firm since 1991. Kimberly L. Hunter, assistant to Mr. Waggoner, has been with the firm since 1997 and, Jill R. Manns, assistant to Mr. Perkins, joined the firm in 2007.

ATTORNEY FEES

Before proceeding with legal work for a new client or on any major project, we begin with a written fee agreement. Depending on the legal matter involved, we may also request an advance fee for services to be rendered. Our fees for services are based upon an agreed fee, flat fee, contingent fee, or an hourly rate established by the firm, which are subject to periodic adjustment. Our fees also reflect the priorities demanded by the project, the magnitude of the project, and the responsibilities assumed by the firm. If our billing schedule does not meet your paying practices, please contact Karin at our office to personalize the billing schedule, and avoid finance charges.

Statements are due and payable upon receipt by the client, and prompt payment is expected. We accept cash, check, money orders and Visa or MasterCard. A finance charge of 1.5 % per month or 18 % per annum is charged on the unpaid balance beginning thirty (30) days after the date of each statement. Failure to pay statements may result in withdrawal from representation. Clients should always feel free to discuss fee matters with the attorneys or our office manager.

If you make any payment via credit card to Peterson Waggoner & Perkins, LLP, you (1) understand and agree that, if Peterson Waggoner & Perkins, LLP refunds any portion of said payment for any reason, your refund will be made as a credit to your credit card account and not in cash; and (2) agree that you are responsible to pay all interest or other penalties or costs that you may owe to the financial institution that issued your credit card as a result of paying your legal fees by credit card.

CONFIDENTIALITY

The matters that our clients bring to our law office are often highly sensitive. In order to properly represent you, it is very important that you feel free to fully discuss all aspects of your matter with us. Accordingly, all discussions with us will be held in strictest confidence. The relationship between an attorney and client is founded on trust and confidence and is protected by state law. It is our duty and honor to preserve our clients' confidences.

The Rules of Professional Conduct for Attorneys provide that a lawyer shall not reveal information relating to representation of a client unless the client consents, after consultation, or as may be required by law. This rule also applies to all law office employees and all specialists retained by or associated with your lawyer.

Our staff has been educated in the requirements of confidentiality and realizes the importance of client confidentiality. It is our policy that any disclosure of information relating to a client or a case, to anyone not employed by the firm, without express authority from the responsible attorney or client, is prohibited.

Confidentiality is a priority in our office. Specific procedures have been instituted to safeguard client confidentiality. We hope that you will understand that, as a result of these procedures, there are certain questions we may not be able to answer. This office respects the sensitive and confidential nature of the attorney/client privilege. This is a commitment that we make to you as our client.



TED A. WAGGONER

Admitted to Indiana Bar in 1978. Admitted to practice before US Supreme Court, US Court of Appeals, Seventh Circuit. US District Court, Northern and Southern Districts of Indiana.

Preparatory education: Indiana State University (B.S. 1975); Indiana University-Bloomington. (J.D. 1978).



T. ANDREW PERKINS

Admitted to Indiana Bar in 2001; Admitted to practice before US District Court, Northern and Southern Districts of Indiana.

Preparatory education: Wabash College (B.A. Economics, 1997; Indiana University Kelley School of Business (M.B.A. 2001); Indiana University-Indianapolis (J.D. 2001).



RACHEL A. ARNDT

Admitted to Indiana Bar in 2009; Admitted to practice before US District Court, Northern and Southern Districts of Indiana.

Preparatory education: Bentley College (B.A. Corporate Finance & Accounting) Valparaiso University School of Law (J.D. 2009).



For more information about our firm, its areas of practice and its attorneys, please visit our website: <http://www.peterson-waggoner.com>.