# Representation questions

A private preparation worksheet. Use it to make a conversation more concrete, not to choose a legal result.

Keep personal records separate. Do not enter names, claim numbers, employer identities, injury descriptions or medical details. Do not send this sheet to the publisher.

## 1. Start with the work you need explained

[ ] Am I asking about proposed representation, an existing agreement or a procedural document?

[ ] Which complete document prompted the question? What remains unclear?

[ ] What work would the proposed engagement include or exclude?

[ ] Who would handle the work, and how would updates arrive?

[ ] Does the initial discussion have a charge? Do not presume that it is free.

[ ] Which material is needed, and what verified private sharing channel should be used?

## 2. Read fees and expenses together

[ ] What triggers the fee, and what amount is used in its calculation?

[ ] Who advances expenses, and who bears them in different outcomes?

[ ] Are expenses deducted before or after the fee calculation?

[ ] What happens with no recovery or no immediate money award?

[ ] What approval applies, who handles it, and what record will I receive?

[ ] What changes for a later proceeding or a change of counsel?

A percentage alone does not describe the scope or total expense responsibility. Ask about actual written terms; this worksheet does not quote or calculate a fee.

# Compare the actual terms

Blank means unknown, not zero cost. Keep only general proposal terms on this sheet.

| Question | Proposal A | Proposal B |
|---|---|---|
| Work covered / excluded | | |
| Fee basis / triggering event | | |
| Expense responsibility | | |
| Deductions before / after fee | | |
| No recovery / no immediate award | | |
| Approval and written explanation | | |
| Unresolved question | | |

## 3. Leave with a specific next step

Question to clarify / document needed / person or office to ask / next agreed action. Keep identifiers and private facts elsewhere.

Completing this sheet does not file, respond to or extend anything. Keep actual notices and dates separate.

Source context checked 2026-11-09: Pennsylvania Rule 1.5(b)-(c), fee and expense terms; 34 Pa. Code 131.55(a), approval in governed proceedings. No universal percentage cap or personal applicability finding.

General information, not individual legal advice. AI-assisted preparation and source checking; no professional legal review is claimed. No representation, intake or call service.