

# *The Law Office of Ingrid E. O'Sullivan*

2000 Maple Hill Street, Suite 206

914-829-4801

iospeeksill@gmail.com

## **- RETAINER AGREEMENT -**

### **I. ENGAGEMENT:**

This retainer agreement sets forth the terms and conditions under which you have engaged this firm to perform legal services on your behalf. This agreement constitutes a binding contract. The parties agree that The Law Office of Ingrid E. O'Sullivan, with an office at Yorktown Office Park, 2000 Maple Hill Street, Suite 206, Yorktown Heights, NY 10598, shall represent the flowing client, **The City of Peekskill**, with the address of **840 Main Street, Peekskill, N.Y. 10566**, pursuant to the following terms:

### **II. DESCRIPTION OF SERVICES:**

The firm shall represent you in connection with: **New York State Vehicle and Traffic Law offenses and Local and State Code violations stemming from incidents taking place within the City of Peekskill.**

### **III. EXCLUDED SERVICES:**

Representation on matters other than the matter for which this firm has been specifically retained are excluded from this agreement. Additional fees may be charged if the firm is engaged to handle any excluded matters. The firm reserves the right to decline other representation

### **IV. PAYMENT:**

The Law Office of Ingrid E. O'Sullivan will charge **\$200.00 per hour** for representation on any and all matters included herein.

### **VII. OTHER FEES, EXPENSES & DISBURSEMENTS:**

It is required that you pay directly or reimburse the firm, all expenses, disbursements, or other fees incurred in connection with the matter in addition to legal fees owed. Expenses and disbursements shall include, without limitation, the following items: Court costs, filing fees, postage fees, courier and messenger services, recording charges, taxes, deposition transcripts, stenographers, long distance calls, facsimile transmissions, process service fees, travel fees, parking and mileage, investigation fees, copying, and any other expenses necessary to prosecute or defend your matter. Expenses will be added to invoices and all requisite receipts will be attached.

### **VIII. BILLING PRACTICES:**

The firm will submit invoices to you during the course of representation. Payment for legal fees and other expenses shall be considered due and payable when the invoice is presented. Billing invoices will state the charges and expenses will be listed separately.

### **IX. TERMINATION OF REPRESENTATION BY CLIENT:**

You may terminate this agreement at any time for any reason with written notice. If you wish to terminate representation, you agree to pay all legal fees and expenses that are due under this agreement including all expenses that have been advanced and that are chargeable through the date of termination.

# *The Law Office of Ingrid E. O'Sullivan*

2000 Maple Hill Street, Suite 206

914-829-4801

iospeeksill@gmail.com

## **X. TERMINATION OF REPRESENTATION BY LAW FIRM:**

This firm may discontinue its representation of you if you fail to honor the terms of this agreement, fail to communicate with us in a way that inhibits our ability to effectively represent you, or if we believe that there has been an irretrievable breakdown of the attorney-client relationship. Upon withdrawal, we shall be entitled to all legal fees and expenses that are due under this agreement including but not limited to all expenses that have been advanced and that are chargeable through the date of withdrawal.

## **XI. CLIENT & LAW FIRM DECISIONS:**

You authorize this firm to take any steps which, at the discretion of the firm, are deemed necessary or appropriate to protect or further support your interests in the matter. You agree to provide access to the information, files and people needed to prosecute and/or defend your matters.

## **XII. GUARANTEES:**

You acknowledge that we have not guaranteed and cannot guarantee the success of any action taken by our firm on your behalf during the matter.

## **XII. CLIENT COMMUNICATIONS:**

This firm will furnish you with copies of important correspondence and legal documents prepared or received by our firm and keep you informed of the status of your matters. We will notify you promptly of any material developments in your matter, including court appearances, conferences or closings. We will be available for meetings and telephone discussions with you at mutually convenient times. You authorize us to speak with any necessary party/ies incidental to your representation.

## **XIII. ATTORNEYS RENDERING SERVICES:**

All work on your matter will be handled by **Ingrid E. O'Sullivan**, however, when Ingrid O'Sullivan is unavailable due to illness, vacation, or hardship, we may delegate to attorneys in the firm and/or attorney's paid by the firm at our discretion unless a substitute attorney is provided by The City of Peekskill.

## **XIV. ACKNOWLEDGMENT & UNDERSTANDING:**

You acknowledge that you have read this agreement in its entirety, considered its terms, received a satisfactory explanation of the agreement and fully understand its requirements. You understand and acknowledge that there are no additional or different terms or agreements other than those expressly set forth in this agreement. This agreement cannot be changed or modified orally. This agreement can only be modified or changed by a writing signed by both parties.

## **XV. AUTHORITY:**

The City will procure and maintain any requisite documents from the District Attorney's Office granting authority to The City of Peekskill, and therefore The Law Office of Ingrid E. O'Sullivan, to handle any matters under the

# *The Law Office of Ingrid E. O'Sullivan*

2000 Maple Hill Street, Suite 206

914-829-4801

iospeekskill@gmail.com

jurisdiction of the Westchester County District Attorney's Office. For the year 2026 I have already sent a request to the District Attorney's Office and will furnish a copy upon receipt.

## **XVI. JURISDICTION:**

You consent to the Courts of the State of New York having jurisdiction over this agreement. If any dispute should arise between you and our firm, the laws of the State of New York shall apply.

## **XVII. OTHER MATTERS:**

**Please acknowledge below, by your signature, that you understand the terms and conditions of our representation and your personal responsibility for the legal fees and expenses that are required by this agreement. Your signature shall also acknowledge that you have received a copy of this agreement. We thank you for entrusting our Firm with your representation.**

## **ACCEPTED AND AGREED:**

**CLIENT: The City of Peekskill**

PRINT: \_\_\_\_\_ Dated: \_\_\_\_\_

**LAW FIRM: The Law Office of Ingrid E. O'Sullivan  
2000 Maple Hill St, Ste 206, Yorktown Heights, NY 10598**

 By: Ingrid E. O'Sullivan      Dated: 1/5/2026