

Hopkins • Tschetter • Sulzer  
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Hopkins Tschetter Sulzer Clients,

The attached documents will provide you with the basic information about our Firm and the Eviction process. We have attempted to anticipate areas of interest you may have about our policies, procedures and the Firm itself. However, it would be impossible to cover all potential questions that you might have. Therefore, we expect and welcome your specific questions and encourage you to give us a call to discuss them with you. A fact not specifically covered in this material is that the Firm also offers free legal notices to our clients and that they are available on our website at [htspsc.com](http://htspsc.com) under eviction documents.

The Firm requires all new clients prepay your first eviction. The Firm also has a initial fee of \$65.00 for the New Client Consultation, which includes the review of Lease Documents and the complete explanation of the eviction process. If you need a case reviewed or help with the preparation of any notices, there is an additional \$65 fee. Our fee schedule is included in this informational packet. You will need to send Three checks made payable to Hopkins Tschetter Sulzer, PC. One check is for the Eviction fees and the second is for the Sheriff fees and the third is for the New Client Consultation. We will only cash the second check if we send your writ to the Sheriff. If we do not send the Writ to the Sheriff the second check will be destroyed. The Sheriff fee is collected and paid in one combined check directly to the county Sheriff. Please note that once the demand has been confirmed and processed you will have incurred the Firm's legal fees associated with the case. If you have any questions concerning our billing procedures please contact our office.

Thank You

Eviction Staff

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