MONEY MANAGEMENT MAP

When An Attorney Receives:  

For This Purpose:  

Funds Should Be Placed in:

- **RETAINER**  ➔  **GENERAL AVAILABILITY**  ➔  **OPERATING ACCOUNT**

- **FIXED FEE OR MINIMUM FEE**  ➔  **FUTURE SERVICE**  ➔  **OPERATING ACCOUNT**  ➔  **TRUST ACCT. UNRECOVERED PORTION**  ➔  **TRUST ACCT. DISPUTED AMOUNT**

- **ADVANCE DEPOSIT** (COMMONLY CALLED "RETAINER")  ➔  **FUTURE SERVICE**  ➔  **TRUST ACCOUNT**  ➔  **OPERATING ACCOUNT**  ➔  **GIVE PERIODIC ACCOUNTING**

- **ADVANCE DEPOSIT**  ➔  **COST AND EXPENSES**  ➔  **TRUST ACCOUNT**  ➔  **OPERATING ACCOUNT**  ➔  **GIVE PERIODIC ACCOUNTING**

- **SETTLEMENT FUNDS**  ➔  **CLIENT RECOVERY COMBINED WITH ATTORNEY FEE AND COSTS**  ➔  **TRUST ACCOUNT**  ➔  **OPERATING ACCOUNT**  ➔  **GIVE DETAILED ACCOUNTING**

For detailed information, see the Rules of Professional Conduct. Compliments of Office of Loss Prevention, Gilsbar, LLC, Covington, LA.