

## LAW OFFICE CONFIDENTIALITY REQUIREMENTS

The laws in this state extend a privilege to an individual that what they tell their attorney is confidential and private. According to *Florida Statute Sec. 90.502* an Attorney cannot violate this privilege which belongs to the Client, except under the most extenuating circumstances. Attorneys are also governed by ethics rules, Rules Regulating the Florida Bar, which discuss confidential client information at Rule 4-1.6. Non-lawyer's duties of confidentiality are discussed in more detail in comments of ethical rule, Rule 4-5.3.

The laws of privilege and the rules of ethics extend to anyone who is associated with the lawyer or law firm and has access to client information. This includes YOU.

**YOUR EMPLOYMENT AND OR ASSOCIATION WITH THIS FIRM IS VERY SERIOUSLY DEPENDANT ON YOUR UNDERSTANDING AND AGREEMENT TO THE FOLLOWING:**

I acknowledge that my association with the Soud Law Firm provides me access to information about people or companies who are or were clients of the Firm. X\_\_\_

It has been explained to me by Jeffrey Soud that any and all current and past clients' information, is to be kept private and confidential and cannot be shared with anyone by me without the attorney's approval. X\_\_\_

Specifically, I acknowledge that I cannot discuss even the name of any past or present client nor their information, such as address, phone, and social security number, information from medical records or medical billing. X\_\_\_

I also acknowledge that if as a result of poor or unacceptable job performance or practice I accidentally or intentionally disclose client confidential information, I may be suspended, up to termination, immediately. X\_\_\_

I have been provided a copy of Florida Statute 90.502, and Rules 4-1.6 and 4-5.3 regarding Client Confidentiality. I have read and understood each of them. I have the opportunity to ask questions regarding the law and rules. I understand that I can ask questions in the future should there be an instance of uncertainty on my part as to whether or not information is protected by the Confidentiality Requirements. X\_\_\_

Understood and agreed this \_\_\_ day of \_\_\_\_\_, 2019, in Jacksonville, Florida.

\_\_\_\_\_  
Print Name: \_\_\_\_\_