



the law office of
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Steps in the Donor Agreement Legal Process

1. Meet with Fertility clinic/Agency to select a Donor and complete all necessary medical screening.
2. Determine whether the contract will be completely anonymous or if information will be shared between the Parties. Information can include names, contact information, and the possibility of future meetings if the Parties are interested.
3. Retain an attorney for representation of the Intended Parent(s) and for the Donor.
4. Fertility clinic or/Agency will e-mail a “match sheet” containing information on the Donor and her compensation to the attorney for the Intended Parents and to the Donor’s attorney.
5. The attorney for the Intended Parents will e-mail the Intended Parents a legal services agreement to sign and send back along with the legal fees due. This legal services agreement explains the attorney’s roles and responsibilities to the Intended Parents and also establishes attorney client privilege.
6. Submit legal fees for drafting of the contract to the attorney.
7. The attorney will e-mail a draft of the contract to the Intended Parents and schedule a time to review either over the phone or Skype.
8. Once the Intended Parents approve the contract their attorney will e-mail the contact draft to the Donor’s attorney who will review the contract with the Donor. All Parties must approve the final contract draft before signing.
9. Upon approval from all Parties, the final copy of the contract will be sent to the Intended Parents and the Donor for signing along with instructions on how to the send the contract back.
10. Once the attorney receives signed copies of the contract from the Intended Parents and the Donor, the attorney will issue final legal clearance to the fertility clinic which gives the Donor permission to start injectable medication.
11. Intended Parents will then be required to open and fund the Donor’s escrow account. Payments to the Donor will not be made until she has started injectable medications and had the retrieval completed.

Helping Your Family Grow