

As a paragraph under the “Scope of Service” provision in the fee contract:

Client acknowledges that [Firm name] is a small firm with one principal attorney and two of counsel, contract attorneys. Client understands that circumstances may develop such that the proper representation of Client will make it necessary for Attorney to utilize the services of another Attorney(s) or law firm to assist in Client’s representation. Should circumstances give rise to that need, Attorney will advise Client and obtain Client’s permission at that time to engage/employ another Attorney or firm besides Wolfe Legal Group and its principal and contract attorneys to work with Attorney on Client’s behalf.

LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour at the then prevailing rates for time spent on Client’s matter by Attorney and all legal personnel engaged to assist Attorney. Attorney’s current hourly rates are set forth on the attached Rate Schedule, which constitutes a part of this Agreement. The contract attorneys working with Attorney are paid at a lower rate than is billed for their services, however, these rates are commensurate with what these attorneys customarily charge in their ordinary course of business. The Rate Schedule also provides for periodic increases, of which Client will be notified in advance.

Attorney will charge Client for all time Attorney and/or other billing legal personnel spend on Client’s behalf. Therefore, Client will be charged for the time spent on telephone calls relating to Client’s matter, including calls with Client, any co-counsel, opposing counsel or court, arbitration or mediation personnel. Attorney will confer about Client’s matter with other legal personnel engaged to assist Attorney. When Attorney does confer, each person will charge for the time expended. Likewise, if more than one of the legal personnel assigned to Client’s matter attends a meeting, court hearing or other proceeding, each will charge for the time spent. Client will be charged for waiting in court and elsewhere and for travel time.

Attached is a sample rate schedule that is an addendum to the contract.

RATE SCHEDULE

A. Identification of Matter.

[Matter name]

Representation in [description of case type] against [name, if applicable]

B. Hourly Rate for Legal Representation.

[Principal attorney] - Attorney	\$500.00
[Contract attorney]- Attorney	\$375.00
[Contract attorney] – Attorney	\$375.00
Paralegal	\$250.00
Law Clerk	\$150.00

C. Standard Charges.

Client will be charged for time spent by legal personnel in minimum units of 1/10 hours.

D. Costs and Expenses.

In-office photocopying	\$ 0.25 per page
Mileage	\$ 0.58/mile
Travel	Per actual cost of travel
Court filing fees and costs	Per actual cost of filing
Messenger service	Per messenger service billing
Long distance telephone charges	Per long distance carrier billing
Facsimile transmission of documents:	No charge
Scanning/Electronic transmission of documents:	\$0.20 per page

E. Rates Subject to Change.

The rates on this Rate Schedule are subject to change on 30 days' written notice. If Client declines to pay any increased rates, [Principal attorney/law firm] will have the right to withdraw as Client's Attorney.