

First Choice Paralegal Group, LLC

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MEMORANDUM OF UNDERSTANDING

Thank you for choosing The First Choice Paralegal Group, LLC for your office's paralegal support needs. We look forward to working with you.

Conflicts: Prior to beginning work on any case, we will cross-reference all parties with our conflict file. As we work for more than one attorney, there may be individual cases with which we are unable to assist due to conflict of interest. We appreciate your understanding in this regard.

Attorney supervision: We do not carry liability insurance. As paralegals, we work under your direction and it is expected that all work product will be reviewed and approved by you before it leaves your office. While we do our best to ensure that all work is of the highest quality and accuracy, as the attorney, it is incumbent upon you to verify that all documents are correct and in accordance with law before filing. The First Choice Paralegal Group, LLC, its employees and agents, do not provide legal opinion or advice, interpret the law, sign documents to be filed with any court, or transmit any documents to any person or entity without the express permission of the supervising attorney. The supervising attorney has final responsibility for the content of all documents prepared by The First Choice Paralegal Group, LLC and shall indemnify and hold The First Choice Paralegal Group, LLC, its employees and agents, harmless from any actions which may arise therefrom.

Client contact: It is sometimes necessary for us to have direct contact with your clients. We do not provide legal advice or interpret the law or pleadings for your clients. Any legal questions will be referred back to you. In order to protect client confidentiality, and as we are not members of your regular staff, we request that you provide us with a list of persons involved in each case, as well as the name of opposing counsel. Anyone contacting us about a case whose name does not appear on your list will be referred back to your office for assistance.

Document retention: We do not retain files related to specific cases past the closing of the case. When we are informed by the attorney that the case has closed, all documents are destroyed and computer records are archived. You are provided with all documents and materials as work is performed during the pendency of the case. If you wish to be provided with additional copies of any work product at the conclusion of a case, please so advise.

Fees and time: For professional services rendered, paralegal time will be billed during the next twelve (12) months at the following rates:

- . Court appearances: \$____.____ per hour
- . Paralegal work: \$____.____ per hour
- . Mileage outside Culpeper County may be billed at the IRS standard rate. Mileage charges will be applied only by prior agreement.

After this period, the foregoing hourly rate may be increased upon thirty (30) days' written notice to you, and you shall have the right to terminate services upon payment of all outstanding fees and costs. Paralegal time shall accrue in six minute increments.

Billing and service charges: A statement and account of hours expended and fees due will be provided monthly. Statements shall be payable upon receipt. Interest will be charged after 30 days on any unpaid balance at the rate of 18% per annum. We reserve the right to terminate services at any time for nonpayment of any fee/cost. Any and all concerns you may have regarding a monthly statement should be brought to our attention and addressed within 30 (thirty) days of the date of the disputed invoice. Failure to address concerns within the 30 (thirty) day period shall be deemed as a waiver of any disputed charge. In the event of non-payment, you will be charged for any reasonable attorney's fees and costs associated with the collection of the account.

Costs: Costs shall include, by way of illustration, computerized research (including out-of-plan Westlaw charges), expenditures for reproduction and photocopy costs, postage, travel expenditures and other necessary and related expenditures. I will discuss with you all such costs for which you will be billed prior to incurring the cost. I agree not to incur unreasonable and unnecessary costs.

Understood and agreed this _____ day of _____, 20__.

Client

Paralegal/Manager
First Choice Paralegal Group, LLC