

Do you charge for initial consultations?

For most cases we will charge a fixed fee for an initial consultation with a client to evaluate the facts and law relevant to the case and provide recommendations concerning solutions to address the client's needs and objectives. If, for whatever reason, you decide not to proceed there will be a \$500 consultation fee payable at that time.

What types of fee arrangements does Littman Krooks use?

We commonly use three different types of fee arrangements: 1) Fixed fee, 2) Percentage Fees, and 3) Hourly Billing.

For the majority of our cases, we charge a fixed fee for legal services. This fee is set at the initial meeting and is based upon the facts disclosed at the initial meeting, the difficulty of the issues involved and our estimate of the time that will be required to provide the requested services. For example, we will commonly use fixed fees for estate planning, medicaid asset protection planning and uncontested guardianships. Where a fixed fee is charged, we will request half of the fee when we begin the matter and the remainder when we deliver the services.

Percentage fees are commonly used when we serve as a fiduciary such as an executor, trustee or guardian. Where we use a percentage fee for serving as fiduciary we will provide you with a copy of the court approved fee schedule. The amount of the fee is a percentage of the amount that we are managing.

We will use hourly billing where the extent of the necessary services cannot be determined in advance. For example, we will use hourly billing for the negotiation of premarital agreements or contested guardianships. The hourly billing fee is determined by multiplying the hourly billing rate of the professional providing the service and the time he or she spends on the matter. Different hourly billing rates are charged for partners, associate attorneys, and paralegals. When hourly billing is used, we will charge a retainer fee when we begin the case. We will bill against the retainer fee. When the retainer fee is reduced to zero, we may ask that you deposit a new retainer. If it becomes apparent that our fee will exceed our estimate of the total fee, we will discuss this fact with you and obtain instructions as to how you wish to proceed.

How do you set fixed fees?

We set fixed fees based on the following factors: 1) the information provided by the client at the initial meeting, 2) the client's time requirements, 3) the scope of the services required, 4) the difficulty of the issues involved, and 5) our estimate of the time that will be required to provide the necessary services. For example, we will set a higher fixed fee for an estate plan that must be delivered within a week or for an estate plan that provides for gifts to beneficiaries in trust rather than distributed outright. We can provide a lower fixed fee should you provide us with complete and organized

information and seek assistance prior to needing the services delivered on an expedited basis. Where new facts are developed after the case begins or where the scope of our services changes, we reserve the right to amend the fixed fee.

What is a retainer fee?

A retainer is a fee paid to an attorney or other professional in advance for services.

Will I be responsible for costs and expenses?

Yes, you are responsible for costs and expenses paid to third parties. For example, we will bill you for fees to record documents, court filing fees, premiums for surety bonds, overnight delivery costs, fees for third party experts and costs of travel outside of the area.

Will you make house calls?

Yes, we will have and will meet with a client in his or her home, another professional's office, a hospital, a nursing home, or an assisted living facility. Due to the additional time required, we charge an additional fixed fee of \$250 for out of office travel.

What forms of payment do you accept?

We accept payment by check, cash or credit card. Checks should be made payable to "Littman Krooks LLP". We accept VISA, Master Card and American Express credit cards. Upon request we will provide you with a written receipt for your payment and an itemization of the portion of our fee that is tax deductible.

May a third party pay my fee?

On occasion, a family member or other third party will offer to pay your legal fee. We will accept payment from the family member or third party only with your consent and with the understanding that you are the client, we will protect your confidences and we will accept instructions only from you.

After my plan has been signed and implemented, what are your fees to review and update it?

We recommend that you regularly review your plan. Changes in your circumstances or in the law can make your plan ineffective to accomplish your objectives or carry out your wishes. If you elect to become a member of our Peace of Mind Program, for a fixed fee of \$1000 for a two year period, you may call us with questions about your plan.

Why should I retain you to assist me when I can purchase a Will, Power of Attorney, or other legal documents on the internet?

Yes, you can buy documents on the internet. However, documents are tools and not a plan. Even with good tools, it takes a cabinet maker to make a fine piece of furniture. At Littman Krooks, we are attorneys who continually update our skills. We will assist you in reviewing your circumstances and objectives, developing an integrated estate and financial plan based on your appropriate documents. The plan developed and implemented with our assistance will pay for itself by reducing administrative expenses, taxes and stress. In our opinion, the failure to implement an integrated estate and financial plan with professional assistance is planning to fail.

What should I do if I am dissatisfied with the fee charged or the quality of service?

Our goal is to exceed client expectations. However, if at any time you are dissatisfied with our fees or the services we provide; please contact the attorney who is managing your matter. If you are still dissatisfied, please contact Bernard Krooks.

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