



The following policies apply unless we agree otherwise in a document signed by us:

1. **General Rule.** By requesting or accepting services from us, you agree to pay our fees and costs, as billed. You will be billed by the hour for all services we render except to the extent we have agreed otherwise in writing. If we provide you a written fee agreement, you will be billed under the terms of that agreement and this memo; however, that fee agreement will supersede any contrary provision in this memo. Even if you do not sign a fee agreement, this memo, together with any fee agreement provided to you, represents a disclosure of our fee policies, and, unless you promptly object to the disclosed terms in writing, your request or acceptance of services from us will constitute your agreement to pay our fees and costs as outlined just as if you had signed a written agreement. ***IF YOU DISAGREE WITH ANYTHING IN THIS MEMO, IN ANY FEE AGREEMENT, OR IN ANY COMMUNICATION FROM US REGARDING BILLING, YOU MUST INSTRUCT US NOT TO RENDER ANY SERVICES UNTIL A WRITTEN FEE AGREEMENT HAS BEEN SIGNED BY YOU AND BY US; OTHERWISE, YOU WILL BE BOUND BY THE TERMS OF THIS MEMO, ANY FEE AGREEMENT, AND ANY OTHER BILLING-RELATED COMMUNICATION.***

2. **Billed by the Hour.** When services are "billed by the hour", you agree to pay for the time that we expend on your case, as calculated at our standard hourly rates that are in effect at the time the services are rendered.

a. Effective October 1, 2010, the hourly billing rates for the professionals in the Firm are: \$450 for attorney Layne T. Rushforth; \$325 for attorney Joseph J. Powell; \$160 for legal assistant Debra Deatherage; and \$50 to \$100 for secretarial and staff services (e.g., general typing, mailing, copying, and filing) that are requested by you. The current billing rate for any employee is available upon request at any time.

b. Except as provided in subparagraph 2.i of this memo, time will be billed in tenth-hour (six-minute) increments, rounded to the next highest tenth of an hour. For example, a six-minute phone call is billed as one tenth of an hour, and a seven-minute phone call is billed as two tenths of an hour. For office consultations, there is a minimum charge of \$100. You will not be billed for telephone calls to discuss billing matters.

c. The time expended on your matter will include the time to review your file prior to meetings and consultations, plus the time to prepare or dictate file memos. For example, a pre-consultation file review may cause you to be billed 1.3 hours for a one-hour consultation, or a file memo dictated after a phone call may generate a charge for two tenths of an hour for a six-minute phone call.

d. Billable time will include all time expended on your matter, including the time we spend meeting or communicating with you, your other advisors, opposing parties and their counsel, and/or other third parties that are involved in the matter we are handling.

e. You will be billed by the hour for — and a base fee never includes — all time we are compelled to expend (whether before or after the termination of our services) because of our services or your engagement of us, such as (but not limited to) acting as a witness, responding to subpoenas or discovery requests, or attending trials or other hearings. If our services occur after your death, this obligation will belong to the estate or trust involved.

f. More than one professional may work on your case, and you will be billed for the time of each professional, even when the professionals confer or work together on your case.

g. If you request or the work requires that an employee attend an event out of the office, you will be billed for each person's mileage charges (using the rate deductible for federal income tax purposes) and for each person's time out of the office, including round-trip travel time, with a minimum charge for one hour of time for each employee. There is never a charge for notarial services, but you agree to pay for the out-of-office time and mileage charges for any employee that acts as a notary.

h. If services are required by a specific deadline and it becomes necessary for any employee of the Firm to work outside our normal business hours, we have the right to bill you for: (i) the additional cost we pay to compensate staff whose time is not billed; and (ii) the time of our billing professionals at a rate of up to 150% of our standard hourly rates.

i. When travel out of the Las Vegas metropolitan area is required to attend any event, our fees will be billed in half-day increments, with a minimum charge of five billable hours for each half day (or fraction thereof) spent out of the office. In addition, you will pay us for all expenses incurred by us, including air fare (coach class for flights under two hours and business class or first class — whichever is available and less expensive — for longer flights), ground transportation, and meals, as well as lodging if multiple days are involved. If attendance at an event requires an air flight with a scheduled departure prior to 9:00 a.m., the employee may travel the day or evening before the event, and you shall pay the expenses of meals and lodging at an agreed upon hotel at or near the location of the event. If a return trip requires an air flight with a scheduled arrival time later than 9:00 p.m. on the last day of the event,



the employee has the option to travel the next day, and you shall pay the expenses of lodging and meals for that extra night. Travel time includes all time between the office and the event location and all time on the return trip between the event location and the office. There is a minimum charge for 10 (ten) hours on any weekend or holiday on which we are required to expend billable time (including travel time) outside of metropolitan Las Vegas.

3. Base Fees. We charge a "base fee" for some legal services, such as for the preparation of estate planning documents (will, trust, etc.), documents for the formation of a business entity (limited-liability company, corporation, etc.), and a property agreement for couples (whether cohabiting, married, or domestic partners). A base fee applies only if expressly stated in a fee agreement or in a written notice from us to you. When a base fee applies, the fee agreement or notice will specify what that base fee pays for. A base fee is a minimum fee that covers only the services specified and is not all inclusive. For some services (such as business formation documents and property agreements for couples), the base fee pays only for the standard forms customized with names and addresses, the base fee is earned when the initial drafts are prepared, and all other customization is billed by the hour. For a trust and its related documents, we will have earned three fourths of the base fee when the initial draft is prepared, and one minor revision of those documents is included in the base fee. The balance of the base fee is earned when the documents are ready for signature, 45 days after the initial drafts are sent, when you request a second revision, or when you terminate our services after receiving draft documents, whichever occurs first. If the base fee includes a specific number of hours of consultation time with an attorney, that consultation time includes all time spent by an attorney communicating with you. Except for services we have expressly agreed in writing to be included in a base fee, our time to render services requested by you will be billed by the hour.

4. Base Fee Exclusions. The base fee for a document or set of documents does not include the inclusion of provisions that you ask to be incorporated from or coordinated with other documents, such as: (a) clauses in a will or trust required by a corporate trustee or other fiduciary; (b) clauses from prior wills, trusts, pre- or post-nuptial agreements, property settlement agreements, contracts, or divorce decrees; or (c) specific language required in buy-sell agreements, bylaws, stock restrictions, or company resolutions. The time it takes to review such documents and to incorporate requested provisions into your legal documents will be billed by the hour. A base fee never includes time communicating with your other advisors, and it never includes time expended outside normal business hours.

5. Additional Services. If you request additional legal services that were not originally anticipated, the time we expect to render such services will be billed by the hour unless we specifically agree otherwise in writing.

6. Excluded Services. Whenever we modify existing legal documents (such as by a trust amendment, a codicil to a will, or an addendum to a contract), we will amend and revise only the provisions you specifically have asked us to modify. Unless expressly engaged to do so, we will not review existing documents to determine if they accomplish your objectives or to see if additional changes are advisable, even when you provide us with a copy of such documents. If you want us to thoroughly examine your existing documents and make recommendations for improvement, you must specifically make that request, and, if you do so, you will be billed by the hour for the time we expend. A thorough review of existing documents and making "patchwork" changes to those documents may be more expensive than replacing those documents.

7. Approval of Documents. When we send you documents for your review and approval, you must advise us if any document fails to meet your expectations at least one business day **before** the document is scheduled to be signed. This is true whether such documents were prepared by us or by anyone else. You agree that your signing of a document indicates your approval and acceptance of that document. Because it is more time-consuming to correct a document after it is prepared for signature or after it is signed, you agree that the time it takes for us to make any changes made to modify or correct a document less than one business day prior to the document-signing consultation or after the documents are signed will be billed by the hour, even if the error being corrected is ours.

8. Relying on You. You agree that we may assume that all information and documents you provide us are accurate, complete, and up-to-date, and that we have no duty to independently verify anything. You agree to truthfully and completely provide the information needed for us to properly advise you, cooperate with us, keep us informed of developments that affect our work, pay the amounts due us on time, and keep us advised as to how to contact you. By engaging us, you agree to pay us as provided herein even if — because of the inaccuracy or insufficiency of the information provided by you — we do work that ultimately proves to be unnecessary and/or we do additional legal work that becomes necessary.

9. Retainer. A retainer represents an advance payment of legal fees and costs. A retainer is not a separate charge, and any amount not used when the work is completed will be refunded, except for the amount of any minimum fee, which is considered earned when paid. We have the right to request a retainer or an increased retainer and to set or modify a minimum retainer balance that must be maintained.



10. Trust Account. Unearned retainers are deposited into a trust account. Each trust account is an interest-bearing account; however, the interest earned by this account is paid to the Nevada Law Foundation for charitable distribution, and neither you nor us will be entitled to such interest or any benefit therefrom. You agree that we have the right to make payments from the trust account for all charges due us, as billed, and our billing invoices will reflect those payments. FDIC coverage on your funds in our trust account can be affected by deposits in your name in the same bank, but we assume no responsibility for your FDIC limits. Call us if you have concerns about FDIC deposit limits.

11. Estimated Fee. If we provide an estimate of legal fees and costs, it is an estimate only, and it is neither a minimum fee nor a maximum fee and is not binding.

12. Terms of Payment. You agree to pay The Rushforth Firm, Ltd. all fees and expenses, as billed, within fifteen (15) days of the date of each billing invoice. A billing invoice that is not disputed by you in writing within 30 days of its date shall be deemed approved by you.

13. Courtesy Discounts. Any discounts — such as a courtesy discount, a reduced billing rate, billable time entries showing "no charge", not billing for time or costs expended, or the cancellation of any charge — are contingent upon your: (1) paying us all amounts owed us when due; and (2) not asserting any claims or lodging a complaint against us. If those contingencies are not met, we have the right to reverse all discounts at any time.

14. Interest; Late Fee; Default. We do not normally extend credit to clients, and our accepting partial payments does not constitute an agreement to do so in the future or waive the right to seek immediate collection of all amounts due. From the date of each invoice that is not paid within one calendar month of the invoice date, the Firm has the right to charge interest at the rate of 1.5% (one and one-half percent) per calendar month, compounded monthly. In addition, you agree to pay a monthly late fee equal to five percent (5%) of all amounts that are more than three months overdue. Interest and late fees shall be added to the amount due and will bear interest and will incur additional late fees until paid. Even if invoices do not show interest charges and late fees, until you pay us in full, as billed, we have the right to add interest and late fees at any time. We may bill for our services under multiple billing matters, but a late payment, delinquency, or other default on one matter will be treated as a late payment, delinquency, or default in all matters. We have the right to suspend all work on all matters or to withdraw from any or all matters if any unpaid amount is over 60 days overdue or if the unpaid balance (even if not overdue) exceeds \$5,000 or double the amount held as a retainer in the trust account, whichever is less.

15. Expenses. You agree to reimburse us for expenses incurred on your behalf, such as: postage; long distance calls outside of Canada and the United States; conference-call fees; photocopying; actuarial services; computer processing services or access fees for legal or tax research, document-retrieval services, and/or tax-return preparation; recording fees; filing fees (including fees for online filings); UPS, FedEx, and other delivery services; travel (based on mileage for private vehicular travel and based on actual expenses for commercial transportation); and parking expenses. Where next-day delivery service is appropriate, we frequently use UPS or FedEx for delivery services even within Las Vegas (because it is less expensive than local courier services), but if you request — or if the expeditious handling of your case requires — a different service, same-day service, or urgent delivery that UPS or FedEx cannot make, you agree to reimburse us for the costs actually incurred to make the delivery. If a member of our staff makes the delivery, you will be billed by the hour for the time, and you will pay any mileage expense that we pay to the staff member.

16. Advancement of Expenses. We may, subject to our discretion, advance expenses up to \$500 for filing fees, registrations, etc. You agree to reimburse us for such expenses, as billed or upon request.

17. Personnel; Nonattorney Professionals. The Firm has the right to select from its employees the persons who will perform the services to be rendered. A nonattorney professional (such as a legal assistant) may be used by the Firm to perform some of the work, but all legal documents will be reviewed by and all legal services will be supervised by a licensed attorney. If you were quoted a base fee, a minimum fee, or an estimated fee, the anticipated services of one or more nonattorney professionals and their billing rates were taken into consideration in determining the quoted fee. If you request that all work done on your case be handled by an attorney or even a specific attorney and we agree to that request, then in addition to all other amounts you have agreed to pay, you agree to pay for all time expended by the requested personnel — billed by the hour in accordance with paragraph 2 — to render services that would have been performed by nonattorneys or by other attorneys at a lower rate, even if such services would have otherwise been included in a base fee.

18. Termination of Services. Our duty to provide services ends upon the "effective termination date", which is the date (1) you or we terminate the engagement, which either of us may do at any time for any reason, (but only as of the date approved by the court if court approval is required) or (2) the work is completed, whichever is earlier.

a. Billing on Termination. Fees will be billed through the effective termination date and are due thirty (30) days thereafter or, if earlier, when your documents are returned to you or transferred to another attorney at your request.



If and when our services are terminated, we will be entitled to compensation for all time expended by us to comply with your instructions, including — but not limited to — all time spent (whether before or after the termination): (i) to transition the file to another attorney or firm and to cooperate with such attorney or firm in taking over the case; (ii) to contact and correspond with interested parties and third parties to inform them of the disengagement of the Firm; (iii) to perform services required by a court; and/or (iv) to collect all amounts due us. Even after termination, we are entitled to compensation for services we are compelled to render by reason of your engagement of us, as provided in subparagraph 2.e, above.

b. **Responsibilities on Termination or Withdrawal.** After our services are terminated, we will have no responsibility to complete the work we were engaged to do except to the extent we agree to do so in writing or are required by law or by a court to do so. You remain liable for all fees and costs incurred prior to the effective termination date and all fees provided for in subparagraph 2.e, above.

19. **Fee Disputes.** As to cases over which the probate court has jurisdiction, you agree to resolve fee disputes in the probate court. You agree that we may choose to resolve other fee disputes by written arbitration through the State Bar of Nevada; however, if one or more hearing or other proceedings are required, all such hearings and proceedings shall be held in Las Vegas, Nevada. Nothing herein precludes us from seeking a judgment against you in a court of law or seeking other judicial remedies, such as the imposition or enforcement of a lien.

20. **This Memo.** We may update this memo from time to time, and an updated version of the memo will be posted on our web site at <http://rushforthfirm.com/billpay/feepolicies.pdf>. Once a new version is posted on our web site, its terms will supersede any prior version as to all services subsequently rendered; however, an updated memo will not supersede contrary terms in a fee agreement signed by us.

21. **Terms.** "Firm" refers to The Rushforth Firm, Ltd., and the first person plural pronouns ("we", "us", "our", etc.) refer to the Firm. A "fee agreement" includes a written engagement agreement or work authorization document provided to you by us. The terms "fees" and "legal fees" refers to the compensation charged by the Firm for services rendered by attorneys and nonattorney professionals and by our staff, but those terms do not include out-of-pocket expenses. The term "professional" refers to an attorney, a law clerk, or a legal assistant. The term "staff" refers to our employees who are not professionals. The second person pronouns ("you", "your", "yours", etc.) refer to the client or, if deceased, the client's estate. If "client" refers to more than one person, all such persons are jointly and severally liable, which means that each person is individually liable for the full amount of the client's obligations to pay the amounts due us. If one or more individuals who engage us does so in any representative capacity (e.g., officer, director, executor, trustee, agent, etc.), the individuals and the entities for whom they act shall be jointly and severally liable for the client's obligations, which means that each entity and each individual acting for such entity is individually liable for the full amount of the client's obligations. The time for a "consultation" with an attorney includes all time that you and an attorney are communicating. "Communicating" or "communications" includes (but is not limited to) office consultations, telephone conversations, Internet conferences, and all forms of correspondence (e.g., fax, postal mail, and/or e-mail). An "event" includes a consultation, a trial or other court hearing, deposition, or meeting. "Normal business hours" are between 8 a.m. and 5 p.m., Monday through Thursday and between 8 a.m. and 4 p.m. on Fridays and do not include any time during a weekend or a holiday.

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A Nevada Professional Limited-Liability Company

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