

**SCHEDULE OF FIRM RATES FOR ON DEMAND  
 AS NEEDED LEGAL SERVICES  
 AND OTHER APPLICABLE TERMS AND CONDITIONS**

=====

This is a schedule of rates for direct hire legal services provided by the Firm at the request of a CLIENT. These rates, terms, and conditions shall apply unless and until superseded by a subsequent notice of change. This rate schedule shall become effective as May 1, 2018. This Schedule supersedes any prior schedules and rates.

**Fees and Expenses**

Legal services, when requested, shall be charged based on hourly billing rates as specified below. There shall be no requirement to use legal services, and requests for services shall be at a CLIENT’S discretion.

**Hourly Billing Rates**

Hourly billing rates shall be those set forth below. The billing rates are set for a minimum period of one year. After one year, the rates may be renegotiated by a modification to this provision. The legal services rates are as follows:

Equity Partner	\$225/hour
Non-Equity Partner / Senior Associate	\$200/hour
Associate Time	\$185/hour
Legal Assistant/Paralegal	\$100/hour
Legal Secretary	\$55/hr

**Out of Pocket Expenses**

Identifiable expenses shall be charged separately, in accordance with the schedule below, provided however, that expenses for RGV travel, RGV phone usage, and general office overhead expenses shall be incorporated as a component of the hourly rates contained in this agreement and will not be separately charged to the CLIENTS. Other separately identifiable expenses related to the provision of legal services shall be charged as follows and shall not be covered by the legal services rate:

Travel--Air:	actual fare
Travel --Auto:	Mileage (rate is per IRS regs) <sup>1</sup>
Courier Services:	actual fees charged
Printing/Copying:	\$.20/page

---

<sup>1</sup> Mileage rates within the Rio Grande Valley (Cameron, Hidalgo, Willacy, and Starr County shall not be charged to the client, but travel time is charged.

=====

Long Distance:	actual charges (outside of RGV only)
Miscellaneous:	actual expense incurred <sup>2</sup>

**Invoices and Statements**

Invoices shall cover a calendar month beginning on the first day of that month and ending on the last day of that month. Invoices shall be submitted for payment after the billing month in question (typically within 30 days), and payment shall be due within 30 days.

Questions regarding any attorney fees, or expenses, shall be directed to the Firm’s Comptroller or to Ricardo J. Navarro, within the initial 30-day period and resolved as expeditiously as possible to avoid delay in payment.

**Term**

Because the provision of legal services is at the discretion of the CLIENT and based on demand, there is no specific term of an agreement. CLIENT is responsible for payment of legal services rendered only. The CLIENT’s only obligation is to pay for services requested and rendered. The Firm will provide reports on fees and usage at any time requested by the CLIENT so that the CLIENT can manage a budget for legal services.

**Files and Records**

All physical files and records created during the representation of a CLIENT shall be treated as the physical property of the CLIENT, but any attorney work product such as forms, motions, briefs, or other professional work product of an original nature created by the FIRM shall belong to the FIRM, which shall retain the rights of exclusive use to firm generated work product.

CLIENTS shall be entitled to return of original papers used or relied upon by the Firm to handle the legal task assigned. The FIRM may retain copies of any portions of the file, in paper or digital form.

Files no longer needed for active use in the matter, will be archived by the FIRM at the FIRM’S expense. Archived client file material shall remain available to the CLIENT upon request, subject to administrative fees associated with time and expense needed to retrieve archived materials.

**Miscellaneous**

The provision of legal services is governed by the laws of the State of Texas and the rules and regulations of the Texas Supreme Court applicable to licensed attorneys. These rules and regulations may be viewed at [www.txethics.org](http://www.txethics.org) or at [www.texasbar.com](http://www.texasbar.com).

---

<sup>2</sup> Such as court reporter invoices, hearing examiner or arbitrator invoices, fees for filings, etc., if any.