

# Fee Protocol

## I: Fees

## II: Tithing

## III: Attorney-Client

### Fee Agreements

Please keep available for use with all HRI clients.

*Effective 2004*

It is the policy of the HRI to provide free and low cost legal services to low and lower income households who would not otherwise have access to quality legal representation, taking into consideration the economic needs of the client so that no one is denied services due to inability to pay.

### Part I: Fees

#### A. Fees

1. An HRI attorney shall provide up to an initial half-hour of legal consultation and advice to all reduced fee clients, without exception, referred through the HRI. It is understood that the HRI attorney will take into consideration the personal income and assets of the prospective client to determine retainer fees. HRI attorneys are encouraged to accept most cases on 'contingency'.

#### 2. Statutory and Contingency Fee

An HRI attorney is entitled to receive all statutory probate fees and extraordinary fees approved by the court.

3. Housing Rights Lawyer Referral Service Participating Attorneys shall pay an administrative fee of \$75 upon acceptance into the LRS and for each HRLRS referrals that results in a case for the participating attorney. This fee helps to defray the cost of process application and accepted referrals.

### Part II: Tithing

An HRI attorney is required to contribute fifteen percent (15%) of all fees earned through direct HRI referrals to HRI for fees in the amount of \$39,999 or less. Fees earned in the amount of \$40,000 or more require a contribution of 25%. Tithing shall be paid within ten days of receiving the fee. Payment shall include a check made out to HRI in the appropriate amount plus a copy of the settlement summary or check.

## **Part III: Attorney-Client Fee Agreements**

In cases where a fee is permitted under this Fee Protocol, attorney-client fee agreements shall be executed in writing and signed by the attorney and the client, with a copy given to the client, prior to the provision of services. The terms of the agreement shall be consistent with this Fee Protocol.

## **Resources Available for HRI Volunteers**

- **Malpractice insurance** coverage for all cases referred by the Panel
- **LAW MANUAL: Practicing Tenant/Landlord Law**
- **Informational brochures** in several areas of substantive law (*also available in Spanish*)
- **Legal trainings** MCLE trainings are provided free of charge to Panel Attorneys who accept at least two HRI referrals
- **Mentor program** Assistance on specific cases from HRI participating attorneys.
- **Notaries** Available in-house.

**Questions? Call (510) 548-8776**

P.O. Box 12895

Berkeley, CA 94712