



Attorney/Mediator/Speaker

1749 South Naperville Road, Suite 201 Wheaton, Illinois 60187201 Telephone (630) 221-9300 Facsimile (630) 221-9305
E-Mail: bridgidlaw@ameritech.net <http://www.dcba.org/mbrpages/duffield.htm> <http://www.nsa-il.org/speakers/Duffield.html>

Fee Tips

(This is an expensive relationship, use your time and money wisely)

- You are paying for my *time*, not a specific *result*.
- Hourly Rate is **\$250.00**. (Notice of any rate increases will be provided 30 days in advance).
- You will be billed in increments of 15 minutes. Minimum billing rate is **\$62.50**.
- You, not your spouse, are responsible for *all* fees due to our office.
- Billable Time = *Any* work spent on your matter, including but not limited to:
 - drafting or writing letters to opposing counsel
 - phone calls to or from you including listening to voice mail messages
 - discussion of your calls between myself and my staff
 - reading your e-mails
 - answering your e-mails
 - thinking about your matter
 - preparing strategy for your options
 - communication in any form of your matter with opposing counsel
 - court appearances
 - under certain circumstances, travel
- Calls to my cellular phone will be billed at time and one half the hourly rate, **\$375.00** per hour.
- Calls to my cellular phone on the weekend will be billed at double the hourly rate, **\$500** per hour.
- A positive account balance is required at all times. If the balance on your retainer amount falls below \$1000.00, an additional retainer will be required to be paid *before* any more work will be performed on your case.
- *All* action on your matter will be suspended when the account has a negative balance and will not be commenced until your account is current *and* we receive an agreed additional retainer.
- If the agreed retainer fees or any subsequent fees have not been paid within 30 days, we will *withdraw* from your case as your attorney of record and pursue by any available remedy, should it become necessary, to collect all sums due.