

P.O. Box 6000
 LONGVIEW, TEXAS 75608-6000
 PHONE: 800.423.5297



4000 TECHNOLOGY CENTER
 LONGVIEW, TEXAS 75605-2697
 FAX: 800.545.4844

It's WHO WE ARE It's WHAT WE DO

AIM@ATTORNEYSINSURANCE.COM WWW.ATTORNEYSINSURANCE.COM

FEE SUIT(S) SUPPLEMENT

1. Does firm's engagement letter clearly set forth your fee structure and frequency of payment? Yes No
2. Does firm have an established procedure for notifying client of account balance and expected payment arrangement(s)? Yes No
3. Are clients advised in writing that they must pay costs or disbursements in addition to all hourly rates as applicable? Yes No
4. What steps have been taken by the firm to reduce or avoid the necessity of future fee collection suits?

5. Is a review of the underlying case file done prior to filing suit for fees by an attorney not involved in the original case or by a firm management committee (not applicable for sole practitioners). Yes No
6. Do you require a retainer for all cases?
 If not, please state when a retainer is not required. Yes No

7. When evaluating whether a case should be sent for collection, does the firm review the file for the purpose of evaluating whether the possibility of a counter claim, alleging malpractice, might be filed in response thereto? Yes No
8. Does the firm have an arbitration clause in its engagement letter with respect to fee disputes? Yes No

9. Provide the following information for each fee suit filed within the past two (2) years:

| Date Filed | M / D / Y | Name of Client | Dollar Amount | Result |
|------------|-----------|----------------|---------------|--------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

✓

Signature

✓

Date