

# GISH LAW OFFICE



## Legal Fees:

Legal fees are based on the time incurred in representing the client, the complexity of the work and the documentation prepared. When possible, this office uses a Tariff Billing system to determine fees. Tariff Billing gives a set price for the service to be provided. It is used most often for Real Estate and Estate matters. Tariff Billing is also used in combination with Time Billing for Litigation and other matters. For Time and Tariff billing, a tariff amount is set for the preparation of different types of documents. The lawyer's time is also tracked and included in the fees. The time incurred representing a client includes time spent in interviews and office attendances, telephone calls, and for preparation or review of correspondence and documentation sent or received in relation to a client's file. It also includes court appearances, research, travel time, and negotiations or meetings.

## Disbursements And Other Charges:

Disbursements are expenses paid to third parties during the conduct of a client's file. They include, for example, expenditures on court filing fees, Land Titles charges, process server fees, expert reports, courier fees, and postage and Corporate Registry fees. Where possible, disbursement expenses will be incurred as your agent to avoid G.S.T. billing. When we have retainer money in trust, we will pay these expenses directly from your trust account.

Other Charges include expenses such as photocopying, long distance toll charges, mileage, fax charges and on-line charge. Other Charges also include Service Charges such as contract courier service.

## Legal Fee Estimates:

Where possible this firm will try to estimate the cost of the services to be provided. All estimates provided, whether based on Tariff or Time, are subject to change due to unforeseen circumstances or complications. If unforeseen events arise, you will be notified prior to any increase in fees.

This firm will also try to estimate disbursements and other charges as best we can, however, disbursements and other charges will be charged as incurred.

## Retainers And Trust Accounts:

A retainer is a form of deposit. When a retainer is requested, this office will wait to receive the requested retainer before proceeding with work on your file. Retainer money is placed in a trust account until an account for services is rendered, at which time the retainer will be applied to the account. When the retainer is exhausted, a further retainer may be required to continue with the service being provided.

There may be other instances where this firm receives money on behalf of the client. That money will also be placed in our trust account. By law, lawyer's trust accounts do not pay interest to the client. Instead, interest earned on lawyer's trust accounts is paid to the Alberta Law Foundation. If your money is to be held by this office for an extended period of time, you may wish to give us instructions to invest the money for you in a separate interest bearing account. Only in this instance will interest earned accrue to you. Because of the relative cost of investing trust money relative to the benefits received, amounts of \$10,000.00 or less are generally not invested.

## Billing:

Interim accounts may be sent from time to time based on work completed. Once your matter is concluded a final account will be sent. All accounts, whether interim or final, are payable on the date the account is rendered. Should the account remain outstanding, interest will be charged at a rate of 12% per year. If accounts remain outstanding, no further services will be provided until the account is paid.

## Documentation:

It is the practice of this office to provide our clients with copies of all documentation sent or received in the course of representation. We find this keeps you well informed of the progress of your file without increasing the time, and thus expense, to conduct your file.

All documentation produced in the course of client representation will remain the property of this office. Subject to undertakings or other obligations imposed on this office, and subject to

this office's right to a solicitor's lien for payment of its account, all documentation provided by the client will remain the property of the client.