

HOW WE BILL

Prepared for client use by: Elizabeth A. Rosenbaum
600 4th Street, #1006, Sioux City, IA 51101

We want you to fully understand our billing policies. Please feel free to call our office at any time if you have questions regarding our policies or your monthly statement.

Our billing policies are as follows:

- We will agree on the hourly rate charged by Elizabeth Rosenbaum at our initial meeting.
- You will be expected to sign an attorney fee contract that clearly explains attorney fees, costs and expenses that may be billed to you.
- You will be requested to deposit funds into the Elizabeth A. Rosenbaum IOLTA Trust account at my office. All unused funds deposited into the trust account are refundable.
- We request that there be adequate funds in your trust account to cover work that you expect to be completed. You may be requested to replenish your trust account from time to time.
- There are no “flat fees” in this office. The amounts needed in your trust account is determined on a case-by-case basis.
- I will not advance fees for experts, appraisals, deposition, etc. You will be responsible for these. These expenses will not be incurred without your permission.
- You will receive a concise monthly statement that clearly reflects all attorney and legal assistant time spent on your case. The statement will also show an itemized listing of the expenses, court costs, etc. incurred on your behalf. The monthly statement will also reflect the current balance in your trust account.
- Even if it is anticipated that you may be awarded attorney fees, I will request that you pay me at the time services are rendered. Any attorney fees which are awarded in your case will be forwarded to you when they are received.
- You may call the office from 8:00 a.m. to 5:00 p.m., Monday thru Friday, and we will gladly explain any billing questions that you may have.