

**BECHTEL SANTO & SEVERN
FEE AND FILE RETENTION POLICY 2020**

The following Fee and File Retention Policy applies unless other terms are specified by the Firm in writing at the time of engagement or the beginning of a project.

Our billing rate for all time spent by attorney Michael Santo is \$285.00 per hour; our billing rate for all time spent by attorney Alicia Severn is \$260.00 per hour; our current billing rate for all time spent by associates is \$200.00 per hour; and paralegal services are billed at the rate of \$125.00 per hour. Travel time is billed at 50% of the regular hourly rate. Regarding expenses, there will be no charge for normal copying, faxes, or for long distance telephone calls within the United States. We will charge for all foreign long distance telephone calls, expenses for depositions, document and court filing fees, witness fees, expert witness fees, consultant fees, postage, air transportation and other out-of-pocket expenses at the rates charged to us.

The billing cycle is monthly. Payment is due within 30 days from the date of the statement. The Firm reserves the right to charge interest at the rate of 1% per month on fees, charges, and expenses that are not paid within 90 days. We generally do not require retainers, but may do so before becoming counsel of record in any agency action or litigation. If a retainer is required, it will be held in the Firm's COLTAF (Colorado Lawyer Trust Account Foundation) account. The interest on any money held in trust is automatically transferred to COLTAF to assist in providing legal services to the disadvantaged, improve the delivery of legal services, and promote knowledge and awareness of law in the community.

Bechtel Santo & Severn reviews rates annually and reserves the right to increase them. Clients who have current charges at the time of a rate change will receive notice of the rate change in a letter or in their monthly statement at least one month in advance of the effective date of the change. The firm will also make efforts to notify clients who have utilized our services within the last two years of rate increases, but in any case, current rates, including any changes, are always posted on our website, and are always available upon request.

Regarding file retention, inactive files that are more than ten years old are subject to destruction, at the discretion of the Firm. Prior to destruction, the Firm will review client files to avoid the inadvertent destruction of original client documents. Originals will be returned to the client if the client has kept us informed of a current address or telephone number. Clients may request a copy of their file at any time, and the Firm will comply. The Firm may charge the client the reasonable costs of copying and assembling the records. Documents that contain the internal impressions, thought processes, and notes of the attorneys or paralegals are considered "work product" and remain the property of the Firm. This material need not be retained or copied and may be destroyed at the discretion of the Firm without notice to the client.