

FEE STRUCTURE

1. Brief services, including administration and follow-up on outcomes. Brief services generally involve a one-on-one discussion with the client, assessment of the client's circumstances, individualized legal advice to the client, and the administrative and outcomes follow-up required with this funding. This fee does not include any representation in civil litigation, which is precluded by this funding source. \$250.

2. Advice and document review, including administration and follow-up on outcomes. This will be a more complete offering of advice to clients, to include individualized review of loan related and mortgage related documents of the client. It will result in advice to the client, and the administrative and outcomes follow-up required with this funding. This fee does not include any representation in civil litigation, which is precluded by this funding source. \$350.

3. Representation of client in specific legal concern, including administration and follow-up on outcomes. This includes any activity that goes beyond level 2 activity but does not include civil litigation, as defined by the funding statute and the NeighborWorks interpretation. It includes specific problem solving, or additional activities such as: resolution of a tangled title problem; negotiation with an opposing side; any matter involving document preparation or revision that is specific to the client's circumstances; any matter involving the collection of information from third parties (other than the referring housing counselor), such as a trustee or mortgage servicer; any matter requiring the creation of and implementation of a plan of action, requiring multiple client contacts and with an opposing or third party; and obtaining rescue financing.

Where representation requires the expenditure of resources in excess of the activities described in this fee structure, or where the level three activities become extensive, the program has the option of documenting this and then billing for the particular case and transferring the representation to a different funding source for the balance of the representation, or the program may refer the case to third parties, such as pro bono lawyers, pro bono programs, or bar association lawyer referral services. This fee does not include any representation in civil litigation, which is precluded by this funding source. \$500.

All of the above services can be provided by telephone; in person; or on line, as appropriate to the circumstances.