

Contingency Flat Fees

This document explains how to set up and process a contingency flat fee:

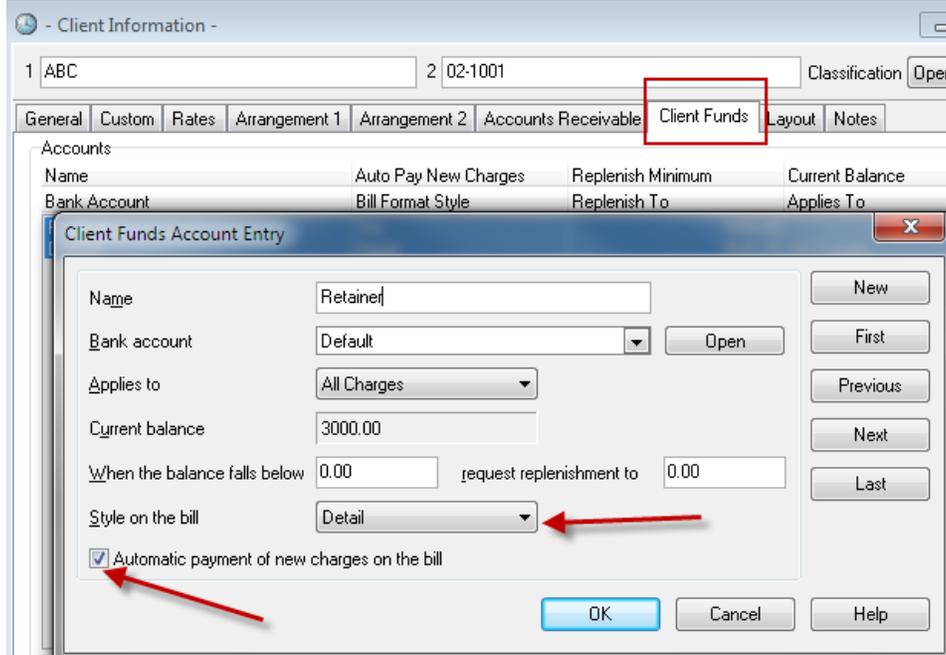
1. Open Timeslips Client Information
2. Double-click to open the client's record
3. On the "Arrangement 1" tab, set the following:
 - a. Fees: Contingency flat fee
 - b. Costs: Based on slips
 - c. At the bottom of the screen, set Hold time charges to "On all bills" to suppress any time entries.

(This is optional; if set to "Off", the slips will appear with no charges assigned)

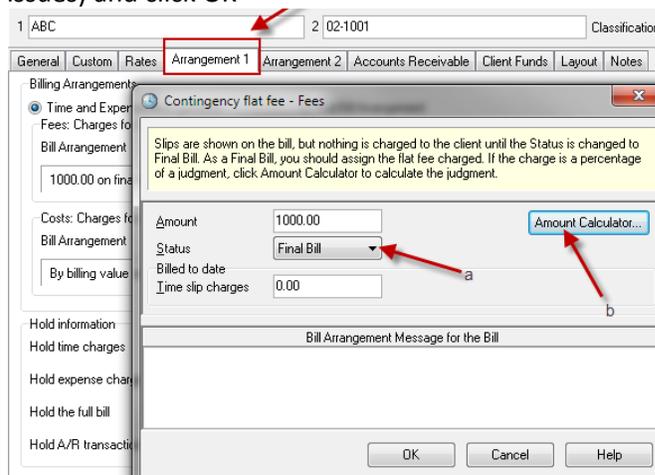
- d. Save the client

The screenshot shows the 'Client Information' window for client 'ABC' (ID 02-1001). The 'Arrangement 1' tab is active. Under 'Billing Arrangements', 'Time and Expense Arrangements' is selected. The 'Fees: Charges for Time' section has 'Contingency flat fee' selected in the 'Bill Arrangement' dropdown. The 'Costs: Charges for Expenses' section has 'Slips' selected in the 'Bill Arrangement' dropdown. In the 'Hold information' section, 'Hold time charges' is set to 'On all bills'. Red arrows point to these three dropdown menus.

4. On the “Funds” tab, make sure that the funds account is set to automatically pay new charges and the style on bill is “Detail”



5. Click OK and “Save” the client
6. Generate all bills during the life of the case. When case is completed, set the contingency fee as follows:
 - a. Client Information, “Arrangement 1” tab: Click “Edit..” button and change the “Status” to say “Final Bill”
 - b. Click the “Amount Calculator” and enter the judgment amount, percentage due the attorney and the amount due (this can be modified manually if rounding issues) and click OK



c. Make sure that the "Hold time charges" is set to "OFF"

Hold information

Hold time charges: **Off** until \$ or hours

Hold expense charges: **Off** until \$

Hold the full bill: **Off** until \$ or hours

Hold A/R transactions: **Off**

d. Save the client

7. Enter a Payment to Account in the amount of the entire award

a. On the left, click the FUNDS icon and choose "DEPOSIT FROM A THIRD PARTY"

b. Enter the amount of the full award with description (Settlement) and save the "DEPOSIT" transaction

c. Click the yellow + on the right and change the type to say "WITHDRAWAL" and enter the amount delivered to the client with a description; Save the "WITHDRAWAL" transaction

d. Repeat step c if there are other payments (co-counsel, etc.)

8. Generate the client's bill:

a: The charges will be paid for the client's funds account

b: Costs will be removed from the contingency payment

c: Remainder will appear as a balance in the client funds, if any

11/1/2013	Travel to/from archived document site to review court of appeals action; analysis of file material, including correspondences, memos, briefs, rulings, and court orders. Analysis of file documents to determine what will need to be copied. Analysis of additional motions filed at county court to prepare for appeal.			
1/21/2014	Appearing for or attending			
6/12/2014	Preparation of review of Patent License Agreements from Mr. Whitley at ABC to Tim Roberts			
9/29/2014	Review fax from Longley and then responded with proposed settlement documents.			
2/16/2015	Met with Mr. Whitley to review details not discussed in the original meeting.			
2/17/2015	Court appearance with Mr. Whitley.			
2/20/2015	Drafted letter to DEQP.			
	For professional services rendered	<u>Hours</u>	<u>Amount</u>	
		24.75	\$1,000.00	← Contingent fee based on percentage of award
	Additional Charges :			
6/26/2014	Photocopies.	1.50		
10/21/2014	Phone call to client regarding contracts; they're requesting later meeting date	4.14		
2/24/2015	Court fees.	250.00		
2/25/2015	Delivery services/messengers.	41.75		
	Phone call to client.	4.93		
	Total additional charges		\$302.32	← Costs advanced
	Total amount of this bill		\$1,302.32	← Total due firm
1/29/2014	Payment from account		(\$1,302.32)	
	Total payments and adjustments		(\$1,302.32)	
	Balance due		\$0.00	
	Client funds transactions			
	Previous balance of Retainer		\$0.00	
1/20/2014	Settlement Amount Received from ABC Insurance Co.		\$3,000.00	← Settlement received
1/29/2014	Withdrawal from account for ABC Company (amount due client)		(\$1,697.68)	← Less amount due firm (fees + costs)
1/29/2014	Payment from account		(\$1,302.32)	← Amount disbursed to client from settlement
	New balance of Retainer		\$0.00	