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

O - Client Information -						
1 ABC		2 0	2-1001		Classificati	on Open 🔻 🗐
General Custom Rates	Arrangement 1	Arrangement	2 Accounts Rec	eivable Client I	Funds Layout Notes	4
Billing Arrangements						
Time and Expense Ar Fees: Charges for Time	rangements e	🔘 Fu	ll Bill Arrangement		-	
Bill Arrangement	Contingency flat f	fee	•	Edit		-
1000.00 on final bill o	of job.			-		L.
Costs: Charges for Exp	enses		-			N
Bill Arrangement	Slips		•	E dit		
By billing value on ea	ach slip					P
Hold information						
Hold time charges	On all bills	until \$		or	hours	
Hold expense charges	Off	• until \$				
Hold the full bill	Off	• until \$		no	hours	
Hold A/R transactions	Off	•				

Timeslips Contingency Billing Instructions ©2014: TSR Consulting Services, Inc. Page 1 TSR Consulting Services, Inc. (847) 256-7536 www.tsrconsult.com 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"

Olient Information -		
1 ABC	2 02-1001	Classification Open
General Custom Rates Arrangemen	nt 1 Arrangement 2 Accounts Receivable Client Funds La	yout Notes
Accounts	Auto Pay New Charges Replenish Minimum	Current Balance
Bank Account	Bill Format Style Replenish To	Applies To
Client Funds Account Entry		New
Na <u>m</u> e	Retainer	
Bank account	Default Open	First
Applies to	All Charges 🔹	Previous
Current balance	3000.00	Next
\underline{W} hen the balance falls below	0.00 request replenishment to 0.00	Last
<u>S</u> tyle on the bill	Detail 🔹	
Automatic payment of new c	harges on the bill	
	OK Cancel	Help

- 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

1 ABC	2 02-1001 Classification
General Custom Rat	es Arrangement 1 Arrangement 2 Accounts Receivable Client Funds Layout Notes
Billing Arrangements	Contingency flat fee - Fees
Bill Arrangement	Slips are shown on the bill, but nothing is charged to the client until the Status is changed to Final Bill. As a Final Bill, you should assign the flat fee charged. If the charge is a percentage
1000.00 on fina	of a judgment, click Amount Lalculator to calculate the judgment.
Costs: Charges fo	Amount 1000.00 Amount Calculator
Bill Arrangement By billing value	Status Final Bill Billed to date a Lime slip charges 0.00
Hold information	Bill Aussessmet Massage for the Bill
Hold time charges	Diii Allarigement message toi the Diii
Hold expense char	
Hold the full bill	
Hold A/R transactic	OK Cancel Help

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c. Make sure that the "Hold time charges" is set to	"OFF"
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Hold information			
Hold time charges	Off 🛛 🖵 until	\$ or	hours
Hold expense charges	Off 🔹 until	\$	
Hold the full bill	Off 🔹 until	\$ n	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

including correspondences, memos, briefs, rulings, and court orders. Analysis of file to determine what will need to be copied. Analysis of additional motions filed at coun prepare for appeal. 1/2/1/2014 Appearing for or attending 6/1/2/2014 Preparation of review of Patent License Agreements from Mr. Whitley at ABC to Tim 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.	r documents ty court to Roberts
For professional services rendered	24 75 \$1 000 00 Contingent fee based on percentage of award
Additional Charges :	
Additional Charges :	
6/26/2014 Photocopies. 10/21/2014 Photocopies.	1.50
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
1/29/2014 Payment from account	(\$1,302.32)
Total payments and adjustments	(\$1,302.32)
Balance due	\$0.00
Client funds transactions	
	* 0.00
1/20/2014 Settlement Amount Received from ABC Insurance Co	Settlement received
1/29/2014 Withdrawal from account for ABC Company (amount due client)	(\$1,697.68)
1/29/2014 Payment from account	(\$1,302.32) Arnount dispursed to crent from settlement
New balance of Retainer	\$0.00

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