

ATTORNEY CONTRACT LEGAL SUPPORT & RETAINER AGREEMENT

Bridging Solutions, LLC

Date of Agreement: _____ Email: _____ Phone: _____

Attorney / Law Firm: _____

Contact Person: _____

This Attorney Contract Legal Support & Retainer Agreement (“Agreement”) is entered into by and between the undersigned Attorney/Law Firm (“Attorney”) and Holly Carbine Bridges, JD, Owner and Operator of Bridging Solutions, LLC (“Contractor”).

1. CONTRACT LEGAL SUPPORT SERVICES

Contractor shall provide litigation support and legal operations assistance as requested by Attorney. Services may include, but are not limited to:

- Client intake and communication support
- Legal research assistance
- Drafting support and document preparation
- Discovery organization and file management
- Trial preparation assistance
- Scheduling and case coordination
- Mediation coordination support
- Other agreed-upon administrative or litigation support tasks

2. INDEPENDENT CONTRACTOR STATUS

The parties expressly acknowledge that Contractor is engaged as an independent contractor under Alabama law, including but not limited to Ala. Code §§ 25-6-1 and 25-5-1(4). Nothing in this Agreement shall be construed to create an employer-employee relationship, partnership, joint venture, or agency relationship.

3. LIMITATION OF SERVICES & ETHICAL COMPLIANCE

Contractor shall not provide legal advice or legal representation to clients and shall perform services only under the direction of Attorney. Contractor agrees to perform all services in a manner consistent with the Alabama Rules of Professional Conduct, including confidentiality obligations and supervision of non-lawyers under Rule 5.3.

4. CONFIDENTIALITY

Contractor acknowledges that all information obtained in connection with Attorney’s cases and clients is confidential and shall not be disclosed, copied, or used except as authorized by Attorney. Contractor shall maintain reasonable safeguards to protect confidential and attorney-client privileged information.

5. OWNERSHIP OF WORK PRODUCT

All documents, drafts, pleadings, research memoranda, templates, and other work product created by Contractor pursuant to this Agreement shall be considered work made for hire and shall remain the property of Attorney.

6. FEES & BILLING

Standard contract legal support services are billed at a rate of \$50.00 per hour unless otherwise agreed in writing. Invoices shall be issued monthly and payment is due within 10 days of invoice date.

7. MONTHLY RETAINER OPTIONS

Attorney may elect ongoing monthly contract support pursuant to one of the following retainer structures:

- 10 Hours Monthly Support Retainer – \$450/month
- 20 Hours Monthly Support Retainer – \$800/month

Unused retainer hours do not roll over unless otherwise agreed in writing. Additional hours beyond the included monthly retainer shall be billed at Contractor's standard hourly rate.

8. TERMINATION

Either party may terminate this Agreement upon written notice. Attorney shall remain responsible for payment of all services performed prior to termination.

9. NO AUTHORITY TO BIND ATTORNEY

Contractor has no authority, actual or implied, to bind Attorney or the Law Firm in any matter and shall not represent herself as legal counsel or offer legal advice for any client.

10. ACKNOWLEDGMENT & SIGNATURES

By signing below, the parties acknowledge they have read, understand, and agree to the terms of this Agreement.

ATTORNEY: _____

DATE: _____

SIGNATURE: _____

CONTRACTOR: Holly Carbine Bridges, JD

DATE: _____

SIGNATURE: _____