

BRIDGING SOLUTIONS, LLC LEGAL SUPPORT SERVICES AGREEMENT

Date of Agreement _____

This Agreement to provide legal support services ("Agreement") is entered into by and between the undersigned party and Holly Carbine Bridges, Owner and Operator of Bridging Solutions, LLC Mediation and Legal Support Services.

LEGAL SUPPPORT SERVICES

1.1 Independent Contractor Status

The parties expressly acknowledge that Holly Carbine Bridges is engaged as an **independent contractor** as recognized 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. The party hires Holly Carbine Bridges to perform legal support services as listed below in section 1.3.

1.2 Nature of Support Services

Offering legal support services is about performing agreed upon tasks to assist the Hiring Party. Holly Carbine Bridges is in **NO WAY** presenting herself as an attorney or as "representing" any party involved. Bridges **DOES NOT** offer legal advice or suggestions in any manner. Bridges is hired to strictly perform the assigned task(s) with information and instructions provided by the Hiring Party.

1.3 Type of Support Services

The tasks agreed upon for Holly Carbine Bridges to perform:

- document review notary public service
- document drafting notary signing agent service
- legal research service of process
- client intake trial prep

Specific requested tasks:

SCOPE OF WORK

2.1 Work for Hire

Holly Carbine Bridges agrees that all documents, research memoranda, pleadings, briefs, Discovery responses, forms, templates, drafts, and other materials created, prepared, or delivered under this Agreement (collectively, the “Deliverables”) are specially commissioned by the Hiring Party and shall be deemed “works made for hire” within the meaning of 17 U.S.C. § 101.

2.2 Assignment of Intellectual Property Rights

To the extent any Deliverable, or any portion thereof, does not constitute a work made for hire, Holly Carbine Bridges hereby irrevocable assigns, transfers, and conveys to Hiring Party all worldwide right, title, and interest in and to the Deliverables, including all copyrights, derivative rights, and any other intellectual-property rights. Bridges retains no ownership or license rights in the Deliverables.

2.3 No Unauthorized Use or Disclosure

Holly Carbine Bridges shall not use, copy, disclose, or distribute any Deliverable or any information obtained in connection with Hiring Party’s matters except as expressly authorized in writing by the Hiring Party. All materials shall be returned or securely destroyed upon request or upon termination of this Agreement.

2.4 Independent Contractor Status (Alabama-Specific).

The parties expressly acknowledge that Holly Carbine Bridges is engaged as an **independent contractor** as recognized 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.

2.5 Control of Work

Holly Carbine Bridges shall determine the method, manner, and means of performing the services, consistent with professional standards. The Hiring Party may specify deadlines and expected outcomes but shall not control the day-to-day details of Bridges’ work, consistent with Alabama’s control-test principles for independent contractors.

2.6 No Benefits; Taxes

Holly Carbine Bridges is not eligible for and shall not receive any employment benefits from the Hiring Party including workers’ compensation, unemployment benefits under **Ala. Code § 25-4-7**, health insurance, or retirement benefits. Bridges is solely responsible for all federal, state, and local taxes, including self-employment taxes.

2.7 No Authority to Bind Hiring Party

Holly Carbine Bridges has no authority—actual, apparent, or implied—to bind or represent the Hiring Party or their firm in any capacity. Bridges shall not communicate directly with Hiring Parties' clients except as specifically directed or authorized by the Hiring Party.

2.8 Compliance With Alabama Rules of Professional Conduct

Holly Carbine Bridges acknowledges that the Hiring Party is bound by the **Alabama Rules of Professional Conduct** and agrees to perform all services in a manner that does not cause them to violate any ethical duties, including confidentiality (Rule 1.6) and supervision of non-lawyers (Rule 5.3). Bridges shall not provide legal advice to clients and shall work only under the Hiring Party's direction regarding tasks requiring legal judgment.

2.9 Insurance

Holly Carbine Bridges is responsible for obtaining and maintaining any insurance appropriate to her business, including general liability or professional liability insurance if applicable.

2.10 Return of Materials

Upon request or upon termination of this Agreement, Contractor shall return or securely destroy all drafts, notes, research materials, or other documents containing confidential or attorney-client information.

CONFIDENTIALITY

3.1 Confidentiality of Support Services

All support services remain CONFIDENTIAL between Holly Carbine Bridges and the Hiring Party. Precautions are in place to ensure privacy between communications, tasks performed, and delivery of support service products.

FEES AND PAYMENT

4.1 Fee Structure

The support services are performed at a rate of \$50.00 per hour of work, unless otherwise agreed upon. Total payment is expected upon review of finished tasks, to the satisfaction and approval of the Hiring Party, and before delivery of finished products.

Notary services are provided at \$10.00 per item. Fees are to be paid at the time of the services performed. There is no fee for notary services performed within mediation unless otherwise agreed upon.

Service of Process is conducted at a rate of \$100.00 for delivery within 48 hours upon receipt of subpoena and/or papers to be served. A rate of \$80.00 is provided for delivery

within 3 to 5 days. If 48-hour service is requested and paid for, but person cannot be served until after 48 hours, \$20.00 will be refunded to the hiring party. All service of process tasks are performed according to Alabama Court Civil Rules of Procedure. Fees are due at the time of the agreement being signed.

Notary Signing Agent services are provided at a rate of \$125.00 plus travel cost. Travel costs are computed at the current (time of contract signed) Federal Travel Reimbursement rate for use of a privately owned vehicle for business.

4.2 Additional Fees

If Hiring Party decides to request additional support services tasks for hire after the initial agreement, they will be discussed, agreed upon, and attached to this agreement as an Addendum. These are billed separately at the same rate of \$50.00 per hour and pay is required as set out above in section 4.1.

4.3 Retainer

Holly Carbine Bridges can be retained by the Hiring Party for an on-going contracting relationship if desired by the Hiring Party. Retainer will be agreed upon by both parties and described in an Addendum to this document.

PARTIES OBLIGATIONS

5.1 Good Faith Participation and Disclosure

The Hiring Party agrees to provide and disclose all information necessary for the tasks contracted to Holly Carbine Bridges so that the tasks can be performed to the Hiring Party's satisfaction.

By signing below, each party acknowledges they have read, understand, and agree to this Agreement for Legal Support Services provided by Ms. Bridges.

PARTY: _____ DATE: _____

PROVIDER: _____ DATE: _____