



BRIDGING SOLUTIONS, LLC

Mediation and Legal Support Services

ATTORNEY LEGAL SUPPORT / RETAINER AGREEMENT

Date of Agreement: _____ Phone: _____

Attorney / Law Firm: _____

Contact Person: _____ Email: _____

This Attorney 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. ATTORNEY 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
- Trial preparation assistance
- Mediation coordination support
- Other agreed-upon administrative or litigation support tasks
- Drafting support and document preparation
- Discovery organization and file management
- Scheduling and case coordination

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.

5. CONFLICTS OF INTEREST

Contractor agrees to promptly disclose any actual or potential conflict of interest arising from services provided under this Agreement. Contractor shall not knowingly accept or continue an engagement that presents a conflict of interest under applicable law or professional responsibility obligations without appropriate disclosure and, where permitted, informed consent.

6. 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.

7. ENGAGEMENT OPTIONS

Attorney may engage Contractor under one or more of the following service models as identified in the applicable Legal Support Engagement Schedule.

☐ A. Attorney Support Retainer

An Attorney Support Retainer reserves Contractor's professional availability and priority access to legal support services during the applicable monthly billing period. The monthly retainer is paid in consideration of reserving such availability and includes up to the number of support hours identified in the applicable Legal Support Engagement Schedule. Unused reserved support hours expire at the end of the applicable billing period and do not carry forward unless otherwise agreed in writing.

Attorney may elect one of the following retainer structures:

- ☐ 10 Hours Monthly Support Retainer – \$600/month
- ☐ 20 Hours Monthly Support Retainer – \$1100/month
- ☐ Other _____

Services requested beyond the reserved monthly support hours shall be billed at Contractor's then-current hourly rate unless otherwise agreed in writing

Attorney Support Retainers are billed in advance on the first business day of each calendar month. Payment is due upon receipt. Contractor reserves the right to suspend services if payment is not received within five (5) business days unless otherwise agreed in writing.

☐ B. Legal Support Services

Attorney may request legal support services on an hourly basis without reserving Contractor's monthly availability. Hourly services shall be billed at Contractor's then-current hourly rate of \$65 per hour.

Invoices shall be issued on the last day of each month with payment due within ten (10) days of stated invoice date.

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: _____