



BURROWS HAVILAND LAW

DOMESTIC RELATIONS ORDER AGREEMENT
(hereinafter "Agreement")

Firm/Client Name: _____

Case Name and Number: _____

The following terms control our attorney-client(s) relationship, between the client(s) and Burrows Haviland Law, LLC (hereinafter "the Firm"):

1. Fees

The Firm will charge a FLAT FEE for services relating to preparation of all domestic relations orders. The Firm will charge \$695.00 for the first Order and \$475.00 for each additional Order. If your judgment of divorce was entered between 5 and 10 years ago, The Firm will add an additional \$350.00 flat fee per order required. If your judgment of divorce was more than 10 years ago The Firm will add an additional \$500.00 fee per order required.

Baltimore City requires a \$31.00 re-opening fee if your case has been closed. This is an additional fee outside of the \$695.00 flat fee.

The fee for requesting gold seal copies with the court is an additional \$100.00.

The fee for a Motion to Enroll any domestic relations order is an additional \$350.00.

Litigation involving a domestic relations order will require a separate retainer of \$1,500.00. Eric Haviland, Esq. will charge an hourly rate of \$350.00.

2. Payment

The Firm will accept payments in the form of cash, check, money order or credit card. The Firm will charge a 5% transaction fee for all credit cards. Please make checks and money orders payable to The Law Office of Laura E. Burrows, LLC. Please note that the Firm will not begin work until we receive and process payment.

3. Scope of Agreement

This agreement is limited in scope to preparation of Order(s) by the Firm. If the client(s) require(s) the Firm to be involved in any other matters arising outside of the Order(s), including, but not limited to; any litigation, pleading or court appearances, the Firm will require that a new agreement be executed.

4. Obligations of Parties

The Firm agrees to prepare a Domestic Relations Order based on the information provided by the client(s). The client(s), or his or her agent, agrees to provide the information requested in the Domestic Relations Order Questionnaire, provided by the Firm. The client(s), or his or her agent, agrees to provide The Firm with finalized gold seal copies of the QDRO(s) from the court. We will not receive copies of the QDROs from the court as we are not parties to the case. It is your responsibility to provide us with the gold seal court-certified copy of the QDRO(s) or we will not process them with the plan. Please mail the QDRO to our office at 168 West Street, Annapolis, MD 21401. If The Firm is required to obtain a gold seal copy, this will be an additional fee of \$100.00.

5. Firm as a Neutral Third Party

If there is more than one party to an action paying the Firm's fee, the Firm agrees to employment solely as a neutral, independent third-party. The Firm will not represent either party exclusively. Because the Firm's role is expressly defined as a neutral, independent third party, the Firm advises the parties, and their agents, that any information disclosed to the Firm during the course of completion of the Order(s) can and will be fully and freely disclosed to the other party. Further, no information will be kept confidential as between the two parties.

6. Conflict of Interests When More than One Client

In the event that there is more than one party to an action paying the Firm's fee, each client(s) understands that the Firm's preparation of a Domestic Relations Order jointly for both parties may constitute a patent conflict of interest. Where the Firm becomes aware of such a conflict, the Firm will disclose it to the parties and their respective counsel. The parties will determine the appropriate course of action to resolve this issue.

7. Termination of Agreement

The client(s) acknowledge(s) that fee for preparation of a domestic relations order is considered earned upon the execution of this agreement. In the event the client(s) requests termination of services after execution of this agreement, the Firm shall not be required to issue a refund for fees paid by client(s). The Firm may issue refunds at the Firm's discretion for any reason.

8. Document and File Storage

With the signature below the client(s) acknowledge(s) that the Firm stores files electronically via a secured cloud service and that while the Firm makes every effort to ensure that files are protected, the client(s) agree(s) that he or she shall not hold the Firm liable in the event of any security breach for electronically stored files.

9. Modification of Agreement

This Agreement contains the entire agreement between the client(s) and the Firm regarding representation, and the fees to be paid relative thereto. This Agreement shall not be modified except by written agreement signed by the client(s) and the Firm.

10. Time Frame

The client(s) understand(s) that the typical time frame for completion all domestic relations orders is 4-8 months. The Firm will make all efforts possible to follow up with information to the client(s) when received. The client(s) agree(s) to make all efforts to follow up with the Plan directly to receive information and documentation needed. The client(s) will send the true test or gold seal copy of the Order(s) to The Firm when received. If The Firm is required to obtain a gold seal copy, this will be an additional fee of \$100.00.

Please countersign this Agreement and return it to the Firm so that we will have a mutual memorandum of our understanding.

Agreed and Accepted:



Attorney Signature

Date

Client(s) Signature(s)

Date