



Qualified Domestic Relations Order ("QDRO") Domestic Relations Order ("DRO") LEGAL TIME AND BILLING QUESTIONS & ANSWERS

1. What will it cost to have Bousquet Holstein PLLC prepare a QDRO/DRO?

We have found that the cost for legal services to prepare each Domestic Relations Order (QDRO/DRO) is in the range of \$1,500 to \$3,000 per QDRO. The cost varies depending upon the type of retirement plan, the terms regarding the division of benefits between the spouses, the accuracy and clarity of the language provided in the matrimonial documents and the familiarity of the Plan Administrator with QDROs. For example: Are QDRO procedures and sample forms available?

2. Do you charge a flat fee?

No. Our services for preparing and reviewing domestic relations orders are based upon standard hourly rates. The current billing rates of the attorneys in our ERISA Practice Group range from \$200 to \$300.

3. Will I be required to pay Bousquet Holstein PLLC any amount to begin the process?

A retainer payment is due when you sign the engagement letter. Generally, a minimum of \$1,000 is required; however, a retainer in excess of \$1,000 may be necessary depending on the complexity of the matter.

4. How does the retainer work?

The retainer payment does not necessarily represent the amount of the overall fee which you may incur by virtue of our services. As noted above, the cost to prepare each separate QDRO can range from \$1,500 to \$3,000. The cost for services performed, including costs and disbursements, will be deducted from the retainer. Once the retainer account is depleted, you will either be asked to replenish the retainer with additional monies or be billed on a monthly basis in accordance with our Fee Policy. Any balance remaining on account will be refunded to you after our final bill and disbursements are paid.

5. What documents and/or legal services are included in your customary services regarding QDROs?

Bousquet Holstein PLLC will provide the following customary services as part of a QDRO matter:

- Review of separation and settlement agreement, divorce decree, and any other Court order(s) referencing pension or retirement plan benefits;

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LEGAL TIME AND BILLING QUESTIONS & ANSWERS, CONTINUED

- Review of retirement plan documents;
- Preparation of a domestic relations order (QDRO/DRO);
- Obtaining pre-approval of a domestic relations order (QDRO/DRO) if required by Court and/or allowed by Plan;
- Submission of domestic relations order (QDRO/DRO) to the Court for execution;
- Submission of certified copy of the order to the plan administrator for qualification;
- Review of qualification letter from Plan.

6. What type of services would be beyond the scope of customary services provided by Bousquet Holstein PLLC on QDRO matters?

Some examples of services rendered outside of the scope of customary services would be:

- Assisting your matrimonial attorney with preparation of separation agreement language and/or negotiations regarding benefits, survivorship rights, etc.;
- Preparing calculations to determine the amount you are entitled to receive;
- Working with Plan Administrators to secure your awarded benefits;
- Facilitating the distribution of funds due to you or assisting with transfers to an IRA.

7. Are there other costs that I should be aware of?

In addition to fees for attorneys and other professionals, you will also be responsible for any costs and disbursements, as explained in our Fee Policy. These disbursements might include fees for obtaining certified copies of documents, such as the divorce decree or QDROs.

It is also possible that a Plan or the Plan Administrator may charge a Participant, a spouse or former spouse for expenses related to the qualification determination or implementation of a QDRO.

8. When do I have to pay you for legal services rendered?

Bills will be sent to you monthly for services performed and costs advanced. Any amounts billed shall be payable upon receipt and, after 30 days, will accrue interest charges at the rate of 1% per month.