

Policies & Procedures

Hansen Seto strives to provide quality legal services at reasonable fees. Because we limit our practice to a narrow range of specialties, we are able to handle matters more efficiently and more cost effectively than firms with a more general practice. Within the firm's specialized areas of practices, we believe we are able to provide legal expertise comparable to that of large law firms at significantly lower fees.

FEES

Our fees are based principally on the time spent on a matter. Other factors include the degree of responsibility involved, the difficulty, the result, the skill and experience applied, and the priority given the matter. If requested we will provide an estimate of fees, usually as a range of fees, for any legal tasks before we commence work.

GENERAL TERMS OF ENGAGEMENT

1. Conditions

The engagement will take effect, and we will commence to provide legal services, when you return a signed copy of an engagement agreement and pay the retainer requested.

2. Scope of Services

We are retained to represent you in the matters described in the retainer agreement. We will provide such legal services as are reasonably required to complete the legal tasks assigned to us. Unless different arrangements are made, the engagement agreement will govern all future services performed for you.

3. Engagement Fee/Deposits

In addition to the initial retainer, additional deposits may be required under certain circumstances. Such deposits are due within ten days of our request. Any unused deposit at the conclusion of our services will be refunded.

In the event you have an outstanding balance for a period of more than 60 days, we reserve the right to demand a minimum deposit equal to the attorney's fees and costs we estimate will be incurred in the immediate future.

4. Legal Fees, Costs, and Billing Practices

Services are invoiced at our prevailing rates for time spent on your matter by our legal personnel. Our current hourly rates for legal personnel (and other billing rates) are set forth on the engagement agreement, which provides for periodic increases upon written notice.

When we advance various costs and expenses in performing legal services under the engagement agreement, such costs and expenses will be invoiced in addition to the hourly fees. The costs and expenses commonly include telephone charges, messenger and other delivery fees, postage, parking and other local travel expenses, photocopying and other reproduction costs, clerical staff overtime, word processing charges, charges for computer time, and other similar items. Except as otherwise provided in the engagement agreement on schedules thereto, all costs and expenses will be charged at our cost.

You are, unless otherwise provided in the engagement agreement, also expected to pay transportation, meals, lodging, and all other costs of any necessary out-of-town travel by our legal personnel, and the hourly rates for the time legal personnel spend traveling.

5. Billing Statements

We will send you monthly statements for fees and costs incurred. Your payment will be due upon presentation of our invoice. Carrying charges are imposed on all amounts not paid within 30 days from date of invoice. Refusal to pay such charges may result in our withdrawal from representation. Founders or owners of companies expecting to defer payments will be expected to personally guarantee the payment of invoices by the Company.

6. Discharge or Withdrawal

You may discharge us at any time. We may withdraw with your consent or for good cause. Good cause includes your breach of the engagement agreement, your refusal to cooperate with us or to follow our advice on a material matter or any fact or circumstance that would render our continuing representation unlawful, unethical, or ineffectual.

7. Termination Policy

If you discharge us or if we give notice of intention to stop representation, you are expected to pay our fees and charges through the date of termination; and, if you request, through whatever project assignment you want us to complete. We will, of course, extend every professional courtesy to your new counsel if we are replaced.

Upon the conclusion of our representation of you, we will retain your records and files for a period of one (1) year. Unless you specifically advise us to the contrary in writing during such one-year period, all documents, records and files related to matters on which we represented the Company will be destroyed, at our option.

8. Conflicts of Interest

If the firm is representing a company, even if services are performed for individuals in the company, the company is our primary client and its interests will be represented in the event of a conflict between the individual and the company or the other owners. If an individual within the Company requests us to represent them personally, they waive their claim of conflict and consent to such dual representation.