**BY ENGAGING OUR FIRM, YOU HAVE AGREED TO THE FOLLOWING**

# Terms & Conditions Applicable to Alternative Fee Arrangements

## A Modern Approach to Legal Services

In today's marketplace for professional services, clients increasingly demand value, efficiency, and predictability in how they engage with their legal counsel. The traditional billable hour, long criticized for fostering inefficiency, remains the dominant model for legal billing. However, at The CommLaw Group, PLLC, we are proud to practice "Modern Law," a client-focused approach that prioritizes value, transparency, and alignment with client goals over rigid adherence to outdated billing structures.

We recognize the need for clients to feel confident they are paying for results, not just time. As a modern law firm, we strive to complete our work efficiently and in compliance with our ethical duties under the ABA's Model Rules of Professional Conduct, which require legal fees to be "reasonable" and clearly communicated. At the same time, we understand the importance of providing predictable and certain costs, which is why we offer a variety of alternative fee arrangements (AFAs) in addition to traditional hourly billing.

However, legal services are not commodities, and the "practice" of law involves managing unique and dynamic matters. Predictability is a shared responsibility. Clients must acknowledge that facts and circumstances disclosed before an engagement—and upon which an alternative fee arrangement is based—can and often do change in material ways. When such changes occur, our firm will work collaboratively to reevaluate the scope, terms, and fees to reflect the new realities while maintaining our commitment to fairness and transparency.

## Flexible and Transparent Billing Practices

We strive to provide fair and predictable billing practices tailored to meet our clients' needs. To that end, we offer a range of billing options, including:

- ✓ Fixed fees
- ✓ Fee ranges
- ✓ Fee collars
- ✓ Phase-based billing
- ✓ Customized negotiated arrangements

These arrangements are carefully designed to align with the specific goals and circumstances of each matter, offering clients both flexibility and clarity.

## Foundational Assumptions for Fee Arrangements

All fee estimates and alternative billing arrangements are carefully crafted based on the facts, circumstances, and scope of work known to the firm at the time the arrangement is established. These frameworks are designed to provide clients with a predictable and efficient approach to legal service delivery. However, the inherently dynamic nature of legal matters often necessitates flexibility and adaptability when unforeseen changes arise.

Examples of such changes include, but are not limited to:

- **Client Cooperation:** Delays or failures to provide necessary information, documentation, or approvals, which may impede progress or require additional work to address gaps.
- **Third-Party Challenges:** Unanticipated resistance, delays, or complications from third parties, such as opposing counsel, regulatory agencies, or other external stakeholders.
- **Evolving Client Objectives:** Shifts in the client's objectives, priorities, or goals that require redefinition of the scope of work.
- **New Facts or Requirements:** The introduction of new information, evidence, or legal requirements not initially contemplated, which may significantly alter the nature or complexity of the matter.
- **Changes in Legal or Regulatory Frameworks:** Amendments to applicable laws, regulations, or judicial interpretations that necessitate adjustments to strategy, deliverables, or compliance efforts.

When such changes occur, they may render the original fee arrangement or estimate no longer applicable. In such cases, adjustments to the fee structure or scope of work are necessary to ensure that the services provided remain aligned with the client's objectives and the reality of the situation. These adjustments will reflect the updated circumstances and may include a reassessment of resource allocation, timelines, and cost implications.

## Commitment to Transparency and Fairness

At The CommLaw Group, PLLC, we are committed to open and transparent communication. In the event of material changes to a matter's scope or cost, we will engage in commercially reasonable efforts to:

1. Promptly notify the client of the changes and their impact.
2. Engage in good-faith discussions to address adjustments to the fee arrangement or scope of work.
3. Collaborate with the client to find mutually acceptable solutions that preserve fairness and value.

## Client Responsibility and Authorization

To honor an alternative fee arrangement, clients must commit to their part in ensuring its success. By engaging our firm under such an arrangement, clients acknowledge and agree to:

1. Actively participate in discussions regarding adjustments to the scope of work and fees when circumstances change.
2. Authorize the firm to invoice for all time billed on the matter if they decline to engage in such discussions or refuse reasonable modifications.
3. Authorize the firm to suspend work on the matter, subject to compliance with ethical obligations, if adjustments to the scope or fee arrangement cannot be agreed upon.

## Preserving the Integrity of the Attorney-Client Relationship

While we reserve the right to modify or suspend work when necessary, we remain steadfast in our commitment to the highest ethical and professional standards. Any suspension or withdrawal of services will be conducted in full compliance with the applicable rules of professional conduct. Our primary goal is to maintain the integrity of the attorney-client relationship and deliver exceptional service tailored to our clients' needs.