

# LEGAL SERVICES

## NEW

## REQUEST

## PACKET



780 East Smith Road  
Medina, Ohio 44256  
(844) 721-6500

*Trusted experts since 1985*

# LEGAL SERVICES NEW REQUEST PACKET

This document is meant to be a guide to help attorneys know what they must provide to retain our services. As always, we welcome phone calls. We are glad to discuss the specifics of your case and what information we would need from you to get started.

Contents of this packet:

- Checklist detailing what we need and how to submit it;
- Request form; and
- Explanation of our requesting attorney policy.

## *Retention Overview*

To retain our services, you must provide the information detailed in the checklist. Once we receive the request form and the retainer, we will reach out to you to schedule a call to discuss your case.

## **Our legal services include:**

**Customized language** – We draft settlement agreement language, addendums, clarifying orders, and letters specific to the retirement plans and needs of your individual cases.

**Executive benefit assistance** – We help you understand the complex provisions of non-qualified plans, stock options, top-hat plans, incentive plans, bonuses, and excess benefit plans which usually require a specialized approach.

**Review of opposing counsel's drafted orders/settlement agreement language** – We will examine the decree, benefit information, plan documents, and proposed Order and inform you of any issues that may be of concern.

**Litigation assistance** – We can help with your preparation from legal research to strategy and brief writing.

Only attorneys may retain our services. Although our company employs attorneys, we do not represent clients or perform any services for non-lawyers. If you are a party in a divorce and wish to use our services, please have your attorney contact our office.

# ATTORNEY CHECKLIST FOR LEGAL SERVICES

## 1 To retain our legal services, you must provide the following:

**Request Form:** The Legal Services Request Form can be found on the next page of this packet or at our [website](#). If you would like to complete this request online rather than using this downloaded form, visit our [online portal](#).

- Prepayment:** We require the full \$400 retainer before we begin work the case. Depending on the complexity, there may be additional fees. We will seek your approval and prepayment before proceeding. You may send a check by mail or [pay online](#).

*Please note, if we do not receive the two items listed above within 45 days, we will consider ourselves not to have been retained and will return all original documents to you.*

## 2 Once you gather the information above, submit the request.

Email: [admin@qdrogroup.com](mailto:admin@qdrogroup.com)

Mail: 780 East Smith Road, Medina, OH 44256

## 3 Once we receive the request form and the retainer, we will reach out to you to schedule a call to discuss your case. To expedite the process, please provide the following documents as they apply to your specific case:

- Any agreement or entry pertaining to the request
- Any participant-specific plan information like account statements
- Model QDRO language or written QDRO procedures
- Summary plan description or plan document
- Opposing counsel's drafted QDRO(s)

Depending on the complexity, and once we receive all the information we need, our turnaround time is generally 7-10 business days. Once the work product is completed, it will be emailed to you. If you need the work product sooner, we offer expedited services for additional fees.

# LEGAL SERVICES REQUEST FORM

A legal service request requires a retainer of \$400. All legal services will be charged at a rate of \$200 per hour. In the event that the request will require more than 2 hours, we will contact you for approval of additional charges.

## Requesting Attorney Information

Represents:  Plan Participant  Alternate Payee

- Name \_\_\_\_\_
- Address, City, State, Zip \_\_\_\_\_
- Phone \_\_\_\_\_
- Email \_\_\_\_\_
- Assistant Email \_\_\_\_\_

## Opposing Counsel Information

- Name \_\_\_\_\_
- Address, City, State, Zip \_\_\_\_\_
- Phone \_\_\_\_\_
- Email \_\_\_\_\_
- Assistant Email \_\_\_\_\_

## Duration of the Marriage

Date of Marriage \_\_\_\_\_ Date of Divorce \_\_\_\_\_

## Alternate Payee Information

- Name \_\_\_\_\_ Gender: \_\_\_ Male \_\_\_ Female
- Address, City, State, Zip \_\_\_\_\_
- SSN \_\_\_\_\_ DOB \_\_\_\_\_
- Role \_\_\_ Plaintiff \_\_\_ Defendant

## Participant Information

- Name \_\_\_\_\_ Gender: \_\_\_ Male \_\_\_ Female
- Address, City, State, Zip \_\_\_\_\_
- SSN \_\_\_\_\_ DOB \_\_\_\_\_
- Role \_\_\_ Plaintiff \_\_\_ Defendant

## Requesting Attorney Information

- Customized language
- Executive benefit assistance
- Review of opposing counsel's drafted orders/settlement agreement language
- Litigation assistance

## Details of Request

---

---

---

---

---

---

---

# RETENTION/REQUESTING ATTORNEY POLICY

We can only be retained by attorneys; we do not work directly with divorcing parties or other lay people. This policy sets forth the general framework that we use when working with attorneys.

## General

- When we are working on a matter (e.g., a valuation of a retirement benefit, drafting an order to divide a retirement benefit, legal services, etc.), we only consider one attorney to be our client. We refer to our client as the “Requesting Attorney.” As you will see, the Requesting Attorney is instrumental in our process. As such, if you are the Requesting Attorney, you will need to be engaged and responsive throughout the process.
- We only have a single Requesting Attorney because it simplifies the process and it helps to avoid conflicts of interest on our end. Both attorneys can, of course, cooperate on the matter. However, we will only treat a single attorney as the Requesting Attorney.
- Unless instructed otherwise, the Requesting Attorney will be:
  - Our main contact person regarding the matter;
  - The party we will take direction from;
  - The party we will contact for any necessary fees or information;
  - The party who will receive our work product; and
  - The only party that we will provide full details of our services.
- Information that we will provide to interested parties who are not the Requesting Attorney (i.e., the plan participant, the alternate payee, and/or opposing counsel):
  - A general outline of the service we are providing and how that service fits into the divorce case.
  - A general update of the matter (e.g., we have received the necessary documents and we are moving forward, we need more information from the plan, the order will be finalized soon, etc.).
  - Unless explicitly told otherwise by the Requesting Attorney, we will **NOT** provide interested parties with specific dates that we received information, the specific dates that we completed any work, or any discussions that have occurred with the Requesting Attorney.
- Documents we will provide to the attorney opposed to the Requesting Attorney (“Opposing Counsel”):
  - Publicly available documents such as executed court orders;
  - A copy of our draft order or some other document we produced—if we are aware Opposing Counsel has already received a copy;
  - Any document that the Requesting Attorney has expressly authorized us to provide to Opposing Counsel, including our final work product;
  - Except as listed above, no other documents.

## Retention

- We consider the first attorney who sends us the minimum prepayment for retention (e.g., \$200 for a division order or \$400 for legal services) **AND** submits a completed request form to be the Requesting Attorney for the service sought.
- We may have more than one Requesting Attorney for a single divorce case. For example, the first spouse’s attorney may hire us to draft an order dividing that spouse’s 401(k) benefit. In that same case, the second spouse’s attorney may hire our services to draft an order dividing that spouse’s pension benefit. In this example, although the orders are being drafted for the same divorce case, each attorney is the “Requesting Attorney” for the order being drafted for their respective client’s retirement benefit.
- For our services, the limitations on Requesting Attorney is as follow:

- Drafting a division order—one Requesting Attorney per **order**.
- Valuation Services—one Requesting Attorney per **spouse**.
- Legal Service—one Requesting Attorney per **case**.

## When the Original Requesting Attorney Leaves the Case

- If we received a request to do work by one Requesting Attorney but we close the file without completing any work, we will treat any subsequent request as a new request (i.e., we will not use any information from the original request and the attorney for any party can be the new Requesting Attorney).
- If we completed some work on a case and the Requesting Attorney leaves the divorce case but his/her client has retained a new attorney, the new attorney can take over as the Requesting Attorney for our services.
  - We will need some sort of proof that the new attorney is representing the client of the original Requesting Attorney (e.g., a copy of the substitution of counsel/notice of appearance).
  - In this situation, we will provide the new Requesting Attorney with any reports, orders, or separation agreement language that we have completed. However, without express permission from the former Requesting Attorney, we will not disclose any communications (oral or written) we had with the original Requesting Attorney.
- If the original Requesting Attorney leaves the case and the Opposing Counsel wants to become the Requesting Attorney, we can only make that change if: 1) the original Requesting Attorney gives express consent to the Opposing Counsel becoming the new Requesting Attorney; or 2) the original Requesting Attorney informs us, in writing, that he/she no longer represents the party from the case in question and that party/party's new attorney informs us it is okay to work with Opposing Counsel.
  - Again, we will provide the new Requesting Attorney (the former Opposing Counsel) with any reports, orders, or separation agreement language that we have completed. However, without express permission from the former Requesting Attorney, we will not disclose any communications (oral or written) we had with the original Requesting Attorney.

## Completed Work

- If Opposing Counsel asks us questions on any work that we have completed (e.g., orders, valuation reports, etc.), we will explain what the language in the document means and answer general questions. However, unless we have the express permission of the Requesting Attorney, we will not explain the decisions made or communications that led to the use of the language.
- If the Requesting Attorney asks for any changes to be made to an order or other documents, we will make the changes—depending on the changes, there may be an additional fee.
- If the Opposing Counsel requests changes to an order or other document we prepared, we will only make the changes if said changes are required by the court and/or the applicable retirement plan. After we make the changes, unless instructed otherwise, we will send the amended order or other document to both the Requesting Attorney and Opposing Counsel.
- If we need to use numbers from one of our evaluation reports to effectuate the parties' intent in a division order but the Requesting Attorney for the report and the order are different, we must have permission to use the numbers.
  - We will make an exception if the numbers have been incorporated in the final decree/separation agreement.