

THOMPSON, THOMPSON & GLANVILLE, PLC

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The purpose of this letter is to suggest ways we can work together to control your legal fees. Attorneys do cost money, but as you will see, there are ways you can help to limit those costs.

1. You can greatly reduce "legal footwork" by clearly and concisely completing all the information requested on the Client Intake Form.
2. Any information you can get regarding bank accounts, annual pension reports, stocks, etc., will help and save you my time in trying to obtain this information through the other attorney or other legal process.
3. A letter or an email is an inexpensive way of keeping me up to date on information I need to know about your case. If you wish advice on a current situation, a letter or an email gives me a chance to think about your problem before I communicate with you. It takes much less time for me to read an email than to have a telephone conversation or conference.

For example, if I spend 24 minutes (0.4 hour) on a call and another 12 minutes (0.2 hour) writing a memorandum on that call for the file, it will cost 0.6 hours at \$300 per hour, or \$180. If, on the other hand, I spend 6 minutes (0.1 hour) reviewing an email and another 12 minutes (0.2 hour) discussing it with you, it will cost 0.3 hours at \$300 per hour or \$90.

As you can see, frequent or lengthy telephone conversations add up quickly. In addition, an email provides a written document that I can keep in your file for review. If you are confused about something, compose an email. Seeing it in black and white is often helpful to both of us.

4. Since you will be billed for all of the time that I spend on your case, you will save money whenever you can do your own negotiating, for example, on day-to-day issues such as who pays the car insurance or other bills, parenting time arrangements, etc. Whenever a lawyer is asked to negotiate on your behalf, costs escalate. You will pay for (1) your telephone call to me, (2) my telephone call to the other attorney, (3) your spouse's reply to me after contacting your spouse, and (4) my response to you.

If each call is a minimum of 0.1 hour, each round of negotiations will cost you at least 0.4 hours at \$300 per hour, or \$120. If the calls average 0.2 hour, the cost is \$240. If round one doesn't solve the problem, we begin round two. It is expensive to use the attorney to negotiate those matters if you can resolve them on your own.

5. Consider what you wish to gain from a discussion with me before you write or call. For example, if you are having a dispute with your spouse about who pays the \$60 water bill, consider that it may be less expensive if you pay the cost rather than argue the point.
6. If you find that you are spending a lot of time talking with me about your frustration or anxieties, consider sharing this information with a therapist. Often they are better qualified to deal with these issues and charge a lower hourly rate for their consultation.
7. Make a list of questions that you wish to have answered before you initiate a phone conversation or an office conference with me.
8. If I refer you to use the services of other professionals, such as accountants, financial advisors, or therapists, follow that advice soon after you receive it. Often you can save unnecessary follow-up from our office if you handle the task and supply me with the information that the other professional helps you supply. For example, I may need you to check out some tax information or how best to structure your investments. If you can get that information quickly, I can proceed with the next step in your case without getting back to you for a status check.

You might be able to think of other ways we can work together efficiently. If each of us considers what needs to be done and the cost and benefits of each task, we can do the best job for the case with the available resources.

If you have any questions about the cost of a case, I do not charge you for the time spent discussing costs.

Sincerely,

Ryan T. Glanville

RTG:dks