

**D.M. SIMS & ASSOCIATES**

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**VOCATIONAL SERVICES FEE AGREEMENT FOR DISSOLUTION CASES**

**EVALUATION:** Minimum charge and retainer for the Vocational Evaluation Assessment; wage earners [client being evaluated] (or previous wage earners) of less than \$100,000 per year is \$1,500.00 (one thousand five hundred dollars), and minimum charge and retainer for gross wage/income earners (past and/or present) of greater than \$100,000 per year is \$2,000.00, (two thousand dollars) and must be received prior to reviewing, researching, or meeting with the spouse or significant other. Any time, costs or activity exceeding the minimum rate will be billed according to the Fee Schedule below. Information or materials not relevant to education and work related issues will not be reviewed. Contacts by attorneys and their clients will be kept to a minimum. All contacts from the spouse/significant other, should first be reviewed by their attorney and if appropriate, to be sent by the attorney. All information provided to D.M. Sims & Associates is discoverable and not to be considered confidential for court purposes. The report will be distributed upon final payment of balance due, if any. Services performed or any time required after report completion or invoicing will be billed as indicated below and are the responsibility of the party retaining the expert, unless other arrangements have been agreed upon. Should a credit balance remain, a check will be issued within thirty (30) days upon receipt of written request and notification from your firm that no further services will be necessary. No refunds will be issued after one year of receipt of retainer.

**COUNSELING, TELEPHONE CALLS, TRIAL AND DEPOSITION PREPARATION, VOCATIONAL RESEARCH, MEDICAL REPORTS REVIEWED, TRAVEL AND WAIT TIME, ANY PROFESSIONAL SERVICES, CONSULTATION FEE, OR TIME SPENT ON THE FILE:** Certified and/or Licensed Master’s degreed Counselor, \$125.00 per hour. Vocational Assistant, \$100.00 per hour. Administrative Assistant (Telephone calls, administrative services, etc.): \$65.00 per hour.

**ADDITIONAL COSTS:** Travel - Payment of an airplane ticket is due prior to purchasing the ticket. (Please provide ASAP in order to obtain the least expensive fare.) Additional fees may be charged by the airline and will be charged to the file if schedule changes or cancellation is necessary. Postage, parking fees, federal express, etc., at cost. Returned check charge, \$25.00 plus bank charge. Copies of reports, correspondence, etc. \$.20/page. Additional report copies; \$25.00. Report completion may take thirty (30) to ninety (90) days after meeting with the spouse/significant other being evaluated; transcripts, Social Security Statements, Medical records take time to obtain.

**EXPEDITED EVALUATION:** (Report two weeks or less from the date of meeting.) ADD \$500.00 (Please check availability of evaluator.)

**RECORDING MEETING:** If an attorney requests or Orders the meeting be recorded, a professional court reporting service will be hired at the expense of the attorney ordering this action. Court reporter fees will be paid directly to the court reporting company and a copy of the transcript provided to this counselor. DM Sims has the discretion to use a Court Reporter for meetings, expense will be charged to the file. (Example fee: KRAMM Court Reporting has a minimum fee of \$295. In house fees are usually about \$200.) Personal tape or digital recorders are NOT permitted in the meeting.

**DESIGNATION AS AN EXPERT AND COURT OR DEPOSITION DATES RESERVED:** \$500.00 minimum charge for designation; as an expert and reserving a court or deposition date. If the case is resolved and a report, trial or deposition appearance is canceled, there will be a minimum \$500.00 charge in addition to any time spent on the file.

**DEPOSITION AND TRIAL:** A Retainer Fee of \$1,500 is due at the time of subpoena and at least five (5) business days prior to deposition or trial. The party issuing the subpoena is responsible for payment [CCP Sec. 2034.430 (b)], unless other arrangements have been agreed upon. Minimum half day charge of \$1,500 for up to four (4) hours of trial and/or wait time. Any time spent thereafter will be charged at the rate of: \$375.00 per hour, trial and wait time, and is due at the time of trial or deposition. The party initially designating an expert is responsible for any fee charged by the expert for preparing for a deposition (or trial) and traveling to the place of deposition, and any travel expenses [CCP Sec. 2034.440], unless other arrangements have been agreed upon. Time may be spent reviewing the file, meeting and/or telephone conferences with counsel, client, and/or updating information prior to trial. If the retainer is used prior to trial or deposition, additional fees will be requested prior to testimony or deposition.

**EFFECTIVE DATE:** This contract will take effect when client has performed the conditions stated in paragraph 1, however its effective date will be retroactive to the date the Vocational Expert was first contacted. The date of this contract is for reference only. Even if this contract does not take effect, Client/Attorney will be obligated to pay Vocational Expert the reasonable value of any services Vocational Expert may have performed for Client/Attorney. D.M. Sims & Associates will accept a check from your business or your client; however, charges are ultimately the responsibility of the firm or sole proprietor requesting the evaluation, or as ordered by the Court. Please sign and date below if you are in agreement with the above terms and conditions and retain a copy for your records. Return the original to the address above. Rates are effective for one year from the date of signing.

Signature: \_\_\_\_\_  
Client (Print Name Here) Date

Signature: \_\_\_\_\_  
Client Attorney (Print Name Here) Date

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