



AFFORDABLE

L A W G R O U P

SLIDING SCALE FEE POLICY

Our goal is to make sure that everyone can afford legal services.

PURPOSE/POLICY STATEMENT

Affordable Law Group provides legal services on a sliding fee scale with low up front retainers. For some cases we are able to work out a flat fee for legal services. We do not receive any government money to offer these affordable rates, however, we firmly believe that anyone in need of legal services should have access to representation at a rate they can afford. You are expected to keep your retainer replenished and pay your reduced hourly rate or flat fee for services we provide in a timely manner if your retainer can not cover your invoice. Unless arranged otherwise, all invoices are expected to be paid within fifteen (15) days. If you miss a payment, or are late for more than two (2) consecutive invoices then we reserve the right to withdraw as your counsel. We accept money orders, credit cards and checks.

The sliding fee only applies to services provided by this office. You will be responsible for all court filing fees, witness fees, and other fees for services rendered by another office, the court, or agency, which this firm has no control over.

DETERMINATION OF SLIDING FEE AMOUNT

The sliding fee is determined by taking into account your household gross income. Income means your paycheck before deductions, pension, retirement, or social security income, cash child support, alimony, workers compensation payments, etc. from all sources in the family and the number of people living in your household.

Supporting documentation include the following:

- *Four of your most recent paycheck stubs*

- *Documentation of any state or federal benefits you receive*
- *Two months worth of bank statements from all accounts*
- *The prior year's tax returns*

Prior to your initial consultation, you must complete the following application and return it to our office. The sliding fee is good for twelve months (12) from the date the firm begins representation. To continue receiving a sliding fee you must re-apply, furnish proof of income, and be current with any payment arrangements for our office.

Our hourly sliding fee structure ranges from \$75.00 to \$250.00 per hour.

Please complete the attached intake and return to our office.

Before entering into a Retainer Agreement, an Initial Consultation will be required to assess the case and the desire of you and our attorneys to work together.

Affordable Law Group
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617-971-8295

Disclaimer: This intake is for informational use only and to determine qualification for sliding fees. By submitting this form and/or intake to Affordable Law Group or by contacting the firm or any individual member of the firm, does not establish an attorney-client relationship. Confidential or time-sensitive information should not be sent via electronic correspondence. No Attorney-Client relationship is established until a fee agreement is signed. Affordable Law Group reserves the right not to provide representation.

Part One-Personal Information

Full Legal Name: _____

Former Names you have used: _____

Brief Description of Legal Matter:

Are you currently represented by counsel: _____

Have you been represented by counsel on this matter in the past: _____

Phone Number (please indicate if it is safe to leave a message):

E-mail:

Address:

Marital Status, please check one:

_____ **Single, never married** _____ **Single Previously Married**
_____ **Married** _____ **Common Law Marriage (outside of MA)**
_____ **Divorced** _____ **Divorce Pending (paperwork filed)**
_____ **Widowed**

I learned about Firm's sliding fee services from: _____

I have previously applied for the following legal aid agencies or sliding fee legal services:

My application was:

_____ **Accepted** _____ **Put on a Waiting List**
_____ **Denied due to income limits**
_____ **Denied due to case type**

My family/household size is: _____. *This includes yourself, your spouse/significant other, minor children, and other dependents currently residing in your house.* In addition, **there are** _____ **other people** (parents, siblings, roommates, etc.) living at my address. Please list the name, age, and relationship to you for each member of your family/household and each person currently living at your address:

There are _____ **other children** in my family. *This includes children of yourself or your spouse/significant other residing in another house.* Please list the name, age, and relationship to you for each child, who the child is living with, and the monthly amount of child support that **you are currently paying:**

Part Two: Public Assistance – Attach current benefits statements to this application

I am the **current recipient** of the following public assistance programs (please

provide the program and amount of benefits:

Other members of my household currently receive the following public assistance (please provide the program and amount of benefits as well as the member receiving benefits):

I have a pending application for public assistance in _____ County that was submitted on _____.

Part Three-Income Information – Attach proof of your income to this application

Provide information from all your sources of income (employment, public assistance, spousal maintenance, child support, trusts, gifts, etc.)

Present Employer: _____

Hours worked and Hourly Rate: _____

Gross Monthly Income (before taxes and deductions): \$ _____

Net Monthly Income (take home pay): \$ _____

Additional Income: _____

Monthly Child Support Received: \$ _____ **Monthly Child Support Paid:** \$ _____

Spousal Maintenance Received: \$ _____ **Spousal Maintenance Paid:** \$ _____

Provide income information on your spouse/significant other

Present Employer: _____

Hours worked and Hourly Rate: _____

Gross Monthly Income (before taxes and deductions): \$ _____

Net Monthly Income (take home pay): \$ _____

Additional Income: _____

Monthly Child Support Received: \$ _____ **Monthly Child Support Paid:** \$ _____

Spousal Maintenance Received: \$ _____ **Spousal Maintenance Paid:** \$ _____

Other Household Income (please specify):

Part Four-Assets and Debts

I (or my spouse) have the following property: *Identify asset or debt and provide current estimated value, loan balance, and monthly payment.*

Cash and Checking Accounts:

Savings Accounts, Stocks, Mutual Funds, Investments:

Retirement Assets:

Real Estate:

Vehicles (including boats and recreational vehicles):

Jewelry and other valuable items:

Credit Card Debt:

Loans (not listed above):

Other Information on Assets and Debts:

Part Five-Monthly Expenses

The following expenses are paid by me, or on my behalf by another person:

Total Monthly Expenses: \$_____

Housing:_____

Rent: _____

Mortgage:_____

Insurance: _____

Utilities:_____

Phone/Internet/TV: _____

Debt: _____

Credit Cards:_____

Loans:_____

Other: _____

Medical: _____

Insurance:_____

Co-pays: _____

Children:_____

Childcare:_____

Activities:_____

Other: _____

Transportation:_____

Vehicle Payment:_____

Gas:_____

Repairs:_____

Insurance: _____

Public Transportation:_____

Living Expenses: _____

Food:_____

Incidentals:_____

Clothing: _____

Entertainment: _____

Other: _____

Part Six Plan to Pay Attorney's Fees and Court Costs

I plan to pay attorney's fees and court costs in the following manner:

_____ **From Income** _____ **From Savings/Assets** _____ **By Credit Card**
_____ **By borrowing money from:** _____ **Other:** _____

I understand that if I chose to hire Attorney, I will be expected to keep current on legal fees and may be required to make regular monthly payments to Attorney.

I understand that the information I have provided above is completely confidential and will be used solely for the purpose of determining eligibility for the sliding fee program. I understand that I have correctly provided all information honestly and to the best of my ability. I understand that if my income changes, I may no longer be eligible for reduced fee legal services. I understand *This application is for informational use only and to determine qualification for sliding fees. By submitting this form and/or application to Affordable Law Group or by contacting the firm or any individual member of the firm, does not establish an attorney-client relationship. Confidential or time-sensitive information should not be sent via electronic correspondence.*

Date

Signature