WESTERN CONFERENCE OF TEAMSTERS
LEGAL SERVICES TRUST FUND
P.O. Box 2340 | Stockton, CA 95201 | LST@deltafund.com

January 1, 2019

To: Participating Panel Attorneys

Subject: Western Conference of Teamsters Legal Services Trust Fund
Filing fees, billing, and claim forms

Dear Panel Attorneys,
Please review the following regarding issues our office is experiencing with filing fees, billing, and claim forms:

Filing Fees

All filing fees must have a separate claim number, and fees reimbursed in 2019 must have a 2019 filing fee claim number issued. When billing for a filing fee, claim forms are not required; however, the following information must be included: the filing fee claim number, the date of service for when the fee was paid, and a description of what the fee is for. Claims submitted stating only "filing fee" without the required information will not be processed.

Costs that can be billed under a filing fee claim: filing, process server, publication, issuing of a subpoena, certified copy, notary, and recording.

Any fees covered under this Plan should be paid for by the attorney and billed to our office for reimbursement. These fees should not be paid by the member.

Billing

Whenever possible, please email your invoices to LST@deltafund.com instead of faxing or mailing. Invoices received via email allow us to confirm receipt of the invoice within 24 hours and quickly notify you of any items requiring correction. Please contact our office if you do not receive an email confirmation within 24 hours of emailing an invoice.

Updated billing forms can be obtained on our website. Please use the correct billing rate when submitting invoices. Claims issued in 2018 and 2019 are paid at a rate of $175/hr for attorneys and $75/hr for paralegals. Claims issued before 2018 are paid at a rate of $150/hr for attorneys and $55/hr for paralegals. Please note these rates do not apply to litigation claims.

If the invoice is for a dependent of the member, both the member and dependent's names must be listed on the billing.

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Invoices submitted between the 1st and close of business on the 14th will have payment issued on the 20th. Invoices submitted between the 15th and close of business on the last day of the month will have payment issued on the 5th of the following month.

Please note that if the 14th of the month or the last day of the month falls on a weekend, the cutoff for invoices is the Friday before that weekend at 5pm PST.

Claim Forms

Claim forms must have an actual signature; electronic signatures will not be accepted. If a member's spouse is the client, the signature on the claim form must be the spouse's, not the member's. All sections of the claim form must be completed.

All of the required forms can be found on our website:
https://teamsterlegal.com/for-attorneys/attorney-resources/forms/

If you have any questions, please contact me or one of our Trust Specialists using the Fund's Toll Free number: In California (800) 222-3024 • Outside California (800) 222-3025. You can also reach us via Facsimile at (209) 940-5251 or email at LST@deltafund.com.

Sincerely,

Sarah Bagley
Account Manager
Delta Fund Administrators

WESTERN CONFERENCE OF TEAMSTERS
LEGAL SERVICES TRUST FUND

P.O. Box 2340 | Stockton, CA 95201 | (209) 940-5250

To: Participating Panel Attorneys

Subject: Western Conference of Teamsters Legal Services Trust Fund
Adversary Proceeding

The Board of Trustees of the Western Conference of Teamsters Legal Services Trust Fund has decided to implement an adjustment to the Adversary Proceeding benefit. This adjustment will take effect on January 1, 2019. The enclosed Transaction Code Descriptions document has been modified to clarify that the Adversary Proceeding benefit (370) is available only when a bankruptcy claim has been opened, and only when an Adversary Proceeding has been formally initiated by a creditor in bankruptcy.

The Transactions Code/Fee Schedule has been modified to reflect that the benefit amount for an Adversary Proceeding is $2,625. Attached you will find an updated copy of the fee schedule and the updated description for the transaction code. If you would like a copy of the entire document please visit our website: https://teamsterlegal.com/for-attorneys/attorney-resources/forms/

If you have any questions, please call one of our Trust Specialists using the Fund's 800 number (In California (800) 222-3024 • Outside California (800) 222-3025). You can also reach us via facsimile at (209) 940-5251 or email at LST@deltafund.com.

Sincerely,

Delta Fund Administrators LLC

Transaction Codes / Fee Schedule

1 Administrative

110 SOCIAL SECURITY	$480
120 INTERNAL REVENUE	$960
130 STATE TAX DEPT	$480
131 MEDICAL LICENSE SUSP. LIT.	$1,200
140 MOTOR VEHICLE DEPT	$480
150 CRIME VICTIM COMP	$480
160 OTHER PROCEEDING	$480
170 IMMIGRATION	$2,500

2 Real Estate

210 PURCHASE OF PERSONAL RESD	$1035
220 SALE OF PERSONAL RESD	$1035
230 MORTGAGE REFINANCE	$380
240 BUILDING CONTRACTS	$640
250 DEED TRANSFER	$320
260 QUIET TITLE	$1,585
270 PROCEEDINGS AGAINST LANDL	$1,005
280 EVICTION PROCEEDINGS	$2,160
290 TENANT LEASE	$720

3 Financial

310 CHAPTER 7 - MEMBER	$2,220
320 CHAPTER 7 – SPOUSE/PARTNER	$2,220
330 CHAPTER 13 – MEMBER	$4,440
331 MODIFICATION OF CHAP. 13	$900
340 CHAPTER 13 – SPOUSE/PARTNER	$4,440
350 OUT OF COURT ARRANGEMENTS	$795
360 EXAMINATION OF DEBTOR	$640
370 DEFENSE/ADVERSARY PROCEED	$2,625

4 Domestic

405 WILL (POWER OF ATTORNEY)	$920
410 LIVING TRUST	$1,980
415 PROBATE	$3,550
420 ADMINISTRATION OF ESTATES	$3,550
425 PRE-NUPTIAL AGREEMENT	$2,500
430 RESPOND TO/DEF MOD OF DIS	$1,680
435 MODIFICATION OF DISSOLUT	$1,680
440 SEPARATION AGREEMENT	$550
444 DRAFTING OF QDRO	$875
445 DIVORCE (INC QDRO)	$8,250
446 DIVORCE LITIGATION*	$3,300
447 CONTEMPT PROCEEDINGS	$1,250
450 SEPARATION	$8,250
451 SEPARATION LITIGATION	$3,300
455 ANNULMENT	$8,250
460 SUPPORT(IE CHILD SUPPORT)	$3,140
461 SUPPORT LITIGATION*	$1,250
465 CUSTODY	$3,140
466 CUSTODY LITIGATION*	$1,250
470 VISITATION	$3,140
475 TWO FAMILY MATTERS	$4,950
476 TWO FAMILY LITIGATION*	$1,985
480 THREE FAMILY MATTERS	$5,100
481 THREE FAMILY LITIGATION*	$2,040
485 PATERNITY	$3,140
486 PATERNITY LITIGATION	$1,985
490 GUARDIANSHIP	$3,140
491 GUARDIANSHIP LITIGATION	$1,985
495 ADOPTIONS	$3,140
496 ADOPTION LITIGATION*	$1,985
498 JUVENILE DELINQUENCY PETIT	$4,125

5 Costs

510 FILER/SERVER FEES	$1,000
515 INVEST./GAL COSTS	$1,800
520 MEDIATION COSTS	$480/$960
530 GENERAL COUNSELING	$900
540 TRAVEL EXPENSES	$340

6 Traffic/Criminal

610 MOVING VIOLATION	$900
620 EQUIPMENT VIOLATION	$720
630 TRAFFIC MISDEMEANOR	$3,960
640 Y. TRAFFIC MISDEMEANOR	$3,960
650 TRAFFIC LITIGATION*	$1,585

8 Civil

805 PERSONAL INJURY	$2,000
810 DEFENSE OF PERS. INJURY	$5,545
820 CONSUMER TRANSACTION	$5,545
821 CONSUMER TRANS LITI*	$2,400
822 DEBT COLLECTION DEFENSE	$2,400
823 DEBT COLL DEFENSE LIT*	$2,400
830 MORTGAGE FORECLOSURE	$6,655
840 PROOF OF CLAIM	$320
850 NAME CHANGE	$955

*Litigation benefits are paid at a reduced hourly rate

G. Examination of Debtor (360) – This is only for a particular procedure whereby, after a bankruptcy has been filed, one or more of the creditors demand the right to examine the debtor regarding some issue in the bankruptcy – typically whether the debtor engaged in some conduct that made assets unavailable to the creditor. Essentially, it is a type of deposition.

H. Defense / Adversary Proceedings (370) – The benefit is for use in bankruptcy. It is to be utilized only when a creditor has initiated an Adversary Proceeding against the debtor. The benefit amount encompasses all representation required to respond to the Adversary Proceeding, including, without limitation, preparing an answer, discovery, motion practice, and hearings required in connection with the Adversary Proceeding.

4. Domestic

A. Will (405) – This benefit is intended to cover all documents that are typically prepared as part of the typical estate planning appointment, including powers of attorney, medical directives, and the like. This benefit has a time frequency limit of once every two years. If a Living Trust claim was previously opened for the participant, a Will claim may not be opened until two years after the Living Trust claim was opened. A participant can use this benefit before the time frequency has elapsed if there is a change in circumstances that requires a new will, such as a divorce, death of a spouse/partner, or birth of a child. **A Will benefit claim and a Living Trust benefit claim may not be opened simultaneously for the same Participant Family.**

B. Living Trust (410) – The Living Trust benefit is intended to cover all documents that are typically prepared as part of the typical living trust, including general powers of attorney, medical directives, pour-over wills, and the like. If a will includes the creation of a trust for beneficiaries (e.g., if my spouse/partner predeceases me, my estate is left to my sister, in trust for my two children), the Will benefit should be used instead. No claims in the Real Estate section can be opened in connection with a Living Trust benefit. This benefit has a time frequency limit of once every three years. If the Will benefit was previously used, the participant cannot open a Living Trust claim until two years after the Will claim was opened. A participant can use this benefit before the time frequency has elapsed if there is a change in circumstances that requires a new will, such as a divorce, death of a spouse/partner, or birth of a child. Simply having acquired more property that needs to be placed in the living trust will not warrant opening a new Living Trust benefit before the required time frequency. **A Will benefit**