

The background of the slide is a golden-yellow color with a dense, repeating pattern of various currency symbols (dollar, euro, pound, yen) in a 3D, embossed style. The symbols are arranged in a way that they appear to be floating or overlapping, creating a textured, metallic effect.

Six-Minute World

Business finance

Finance and Business English Webinar Series 2022



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Thanks to

REGIONAL ENGLISH LANGUAGE
OFFICE Russia (U.S . Embassy and
Consulates), США



Jennifer Uhler,
Regional English Language Officer
Russia



Центр юридического
английского языка Legal
English Centre, Россия

Софья Барина,
Руководитель и
преподаватель центра



What do you think of when you hear "six minute" world in law?

attention
meeting a client
a billable period
billable period
fast-paced life
fast service decision making
connections
minimum billable
a minute per sense
time for persuasion
time limit
billing
legal process

Why six minutes?

- 60 divided by 6 =
- 10 units per hours
- 6 minutes = 1/10 of an hour
- Easy to calculate with
- .1 of 250 = \$25

06:00

MINUTES

SECONDS



But first some “linguistics”



“term of art”

- Jargon
- Legalese
- Buzzword
- Community
- LSP: language for specific purposes

Collocation vs idiom

- _____ the bucket.
- **Kick** the bucket
- _____ the case
- **File** the case
- Statute of _____
- Statute of **limitations**
- Statute _____.
- Statute **tolls** (yikes!)



- **Tennessee**

- **Felonies: No time limit** for murder or crimes punishable by death or life imprisonment; **15 years** for Class A offenses; **eight years** for Class B offenses or arson; **six years** for defrauding the state, evading or failing to pay taxes, or fraudulent tax returns; **four years** for Class C or D offenses; **two years** for Class E offenses; **three years** for other unspecified offenses; **when the child reaches 21 years of age** for sex crimes against a child
- **Misdemeanors: One year** for general misdemeanors; **six months** for offenses relating to gaming
- **Code section:** [40-2-101](#)
- **When statute tolls:** The clock does not run while the suspect resides outside the state or while the crime is being concealed; in certain offenses where the victim is a child, the statute begins running **when the child turns 18 years old**

What's your favorite English idiom?

black-letter law

bite the bullet

a trying experience

bee in a bonnet

off the wall

raining cats & dogs

a piece of cake no pain no gain

piece of cake

think outside th box call it a day

yellow-dog contract

cats and dogs rain

A vertical decorative bar on the left side of the slide, featuring a gold color and a pattern of embossed financial symbols including the dollar sign (\$), pound sign (£), yen sign (¥), and Euro sign (€).

Terms of art

- Attorney's fees
- Billable hours
- Non-billable hours
- (Remember American rule vs English rule.)

Why do we use six minutes as a unit?

- ✓ 1 easy to work in terms of billing
66.67%
- 2 small enough to be able to bill more than 60 minutes an hour
12.5%
- 3 established by the Normans in 1066
0%
- 4 the number 6 has a specific legal meaning in terms of time
20.83%

Billing

Billing Contact

Charles Hall



Choosing a billing contact allows you to batch bill this case.

Billing Method



- Hourly
- Contingency
- Flat Fee
- Mix of Flat Fee and Hourly
- Pro Bono



Hourly

- Lawyer's rate
- Paralegal's rate
- Legal secretary's rate

Are paralegals licensed?



Single

Bulk

Case

Hall Divorce (145x)



Add Case

User

Charles Hall (Attorney)



Activity

Search Activity



Add New Activity



This time entry is billable.

Description

This description will appear on invoices.

Custom Fields ▾

Date

11/9/2022



Rate

\$ 250

/hr



Duration

0.1

0.1 = 6 minutes

Press Ctrl + Enter for Save and New

Save and New

Save

Time Entries

Open

Invoiced

All Entries

Imported



Add Time Entry

Filter time entries by case...

Search Term

Description or activity

Date Range

Start Date

x

to

End Date

x

Filter

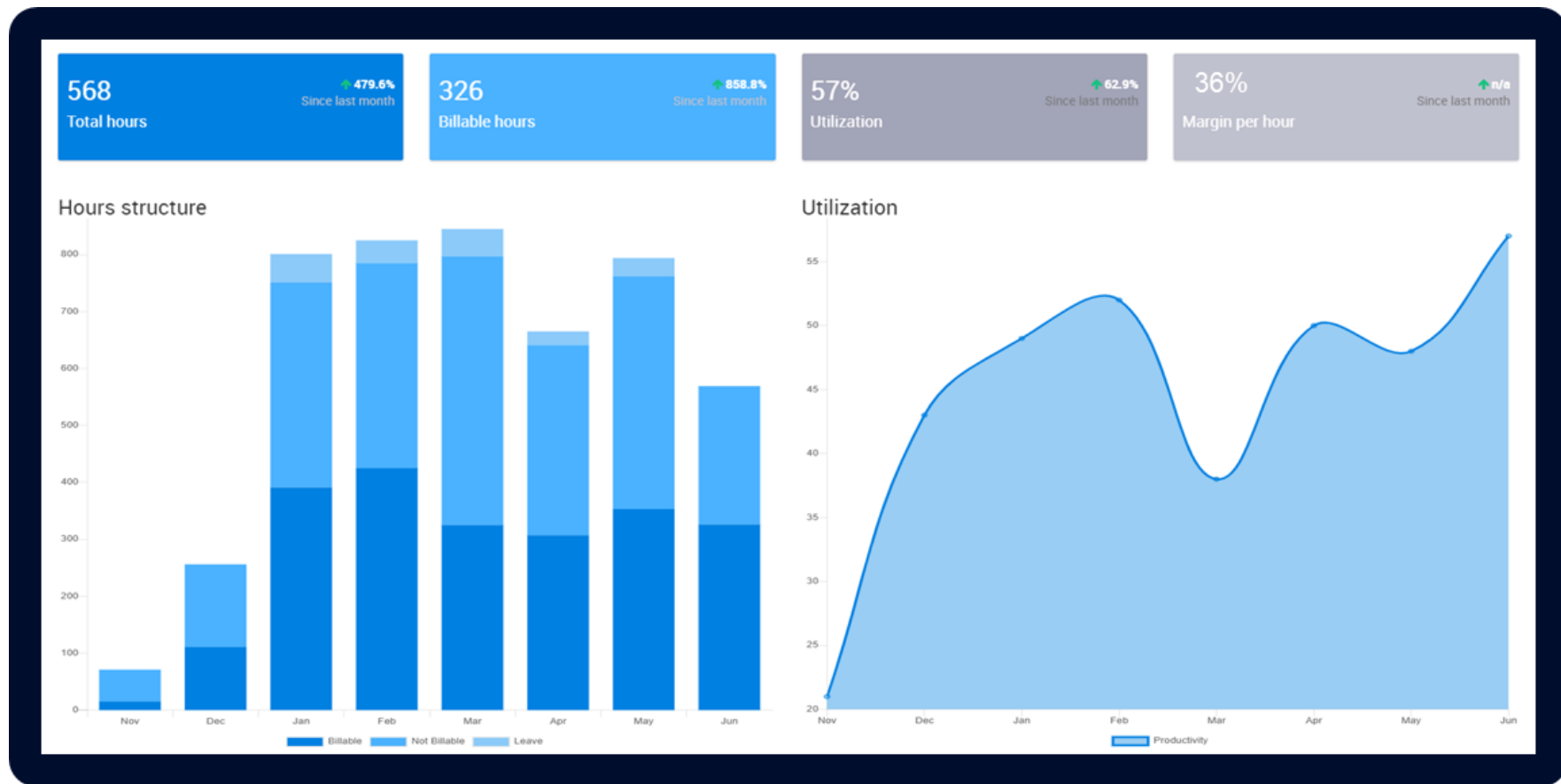
Reset Dates

My Entries

All Entries

DATE	ACTIVITY	DURATION	DESCRIPTION	RATE	TOTAL	STATUS	USER	CASE	
Nov 7, 2022	Document Preparation	0.5	prepare pleading	\$250.00/hr	\$125.00	Open	Charles Hall	Hall Divorce	

Billable Hours Tracking Apps



How much to charge per hour for 20% profit?

$$\text{Bill Rate} = \frac{\text{Cost}}{\text{Capacity} \times \text{Utilization Goal}} + \text{Profit Goal}$$
$$\text{Bill Rate} = \frac{\$80,000 + \$20,000 + \$50,000}{2080 \times 58\%} + \$31 = \$155$$

<https://help.smartsheet.com/articles/2481186-use-bill-rates-to-calculate-costs-and-profitability>

Salary = 80

Benefits = 20

Overhead = 50

2080 number of hours worked

58% estimated % billable hours from total hours

Total = \$125 plus 20% = \$155

Billing 3000 hours a year

- $3000/365 = 8.2$ hours EVERY DAY OF THE YEAR

- <https://www.lawcrossing.com/article/7869/Billing-3000-Hours-Is-It-Possible-and-How-to-Do-It/>

Do you think there should be (strict) legal limits on how long a person can work for a company?

1. Yes



2. No



Legal retainer agreement

RETAINER AGREEMENT

This Agreement acknowledges the employment of the _____ Law Office, and _____ (hereinafter "Attorney") by _____ (hereinafter "Client") and the fee arrangement by which Attorney will represent Client in the following matter or proceeding: Divorce.

Client understands that Attorney cannot guarantee the results of any proceeding and acknowledges that no representations have been made by Attorney about the outcome of this matter.

LEGAL FEES: Legal fees for representation of Client in this proceeding are based upon the following hourly charges:

Attorney	\$ _____
Paralegal or Legal Assistant	\$ _____

Client will be charged at the above rates for all time spent on this matter. Hourly charges may be increased during January of each year, and Attorney will provide Client with reasonable notice of any such increases. An upward adjustment may also be made to the normal hourly charge for special demands made upon Attorney including difficulty, whether the work is of an emergency character, results achieved and inability to represent other clients.

COSTS AND EXPENSES: In addition to legal fees, Client is responsible for payment of costs incurred and disbursements made on Client's behalf including, but not limited to, photocopying costs, long distance telephone charges, postage, and fees and expenses for any experts hired on the Client's behalf. Client agrees to pay all of expert fees and expenses in advance. Client specifically understands that Attorney will not advance any expert fees and expenses.

RETAINER: A retainer of \$ _____ is required prior to commencement of any legal services for Client. The retainer will be applied against future billings. Attorney will refund the unused portion, if any, of Client's retainer upon completion of all work on Client's file.

Flat fee cases

- Predicable
- Generally, not complicated
- Example
- *eviction*



HOW MUCH IS A FLORIDA EVICTION?

Florida is all about the warm weather, hot sun, and enjoyment of our beautiful sandy beaches. Don't let your unruly non-paying Tenant or Unauthorized Occupant put a damper on you or your Florida Property.

Principal Attorney Ryan S. Shipp and his team of experienced, educated, and dedicated eviction lawyers and support staff help Landlords, Owners, Property Managers, Banks, and Investors, **QUICKLY REMOVE** Tenants and Unauthorized Occupants in Palm Beach County and throughout the State of Florida from your Property the legal way.

Our eviction law office knows and appreciates that time is money. Therefore, we pride ourselves on being able to provide our clients with the highest quality legal work, quickest possible turnaround times, with the lowest possible fees and costs.

\$1,500.00 FLAT FEE (INCLUDES ATTORNEYS FEES AND COURT COSTS)

WHAT'S INCLUDED?

- **Initial Consultation with Eviction Lawyer;**
- **Review, Draft, and Serve Notice (if necessary);**
- **Draft/File Complaint with Court;**
- **Service of Procees of Complaint;**
- **Certificate of Mailings with the Clerk of Court;**
- **Draft/File Motion and Proposed Order for Clerk's Default;**
- **Draft/File Non-Military Service Affidavit;**
- **Draft/File Motion and Proposed Order for Final Judgment**
- **Attendance for up to two (2) Court Hearings if Necessary; and**
- **Draft/File Writ of Possession for Lockout and Sheriff Communications.**

FLAT RATE FEE AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 20__, by and between Van Dress Law Offices, "Attorney", 46 Front Street, Berea, Ohio 44017 and _____ residing at _____, in the City of _____, State of _____, _____ (hereinafter "client").

WITNESSETH:

VANDRESS LAW OFFICES, ATTORNEY, for the consideration hereinafter stipulated, has undertaken and does hereby undertake and agree with client to act as the client's attorney in a criminal matter at the ____ court level and now pending in the _____ Court, solely for violation of _____, to wit: _____ charge of _____.

In consideration for the services enumerated, it is agreed that ATTORNEY shall receive a sum of money equal to _____ Dollars (\$____.00) for legal services performed. In consideration of ATTORNEY'S representation in the above-captioned matter, the client agrees to cooperate in any manner deemed reasonable.

The client, in consideration for the above named legal services to be provided by ATTORNEY hereby agrees to pay, irrespective of the disposition or conclusion of this case, expenses directly attributable to this case including, without express limitation, fees for investigative services, photographic services, medical reports, court costs, depositions, witness fees, expert witness fees, photocopies, toll calls, travel expenses, and all other necessary expenses as, in the opinion ATTORNEY shall be necessary to best prosecute this case. Client has read and understood the Attorney Self-Insured notice on the rear of this agreement.

It is hereby agreed that this contract was entered into in the City of Berea, County of Cuyahoga, State of Ohio and that proper jurisdiction for dispute arising herefrom lies in the Municipal Court of Berea, Ohio.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands this ____ day of _____, 20__.

CLIENT

CLIENT

REPRESENTATIVE FOR ATTORNEY

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Contingency fee



Personal Injury Lawyer's Story

- Personally, I work completely on commission. Most of my clients would not be able to hire an attorney if they had to pay by the hour.
- If we settle a case pre-litigation, then the firm takes 1/3 of the recovery.
- If I must file a lawsuit then whether, by settlement or verdict, we take 40%.
- In either case, we also collect our out-of-pocket expenses. Of that, I personally have a contract for 25% of whatever the firm brings in.



Personal Injury Lawyer's Story

- Some lawyers at my firm have different contracts for varying percentages because of their skill level.
- In all cases, when we hire a new lawyer, we put them on salary for a year but at any time they can decide to move to commission if it's in their best interest.
- In contrast, most of the lawyers I work opposite of (lawyers that work for corporations or insurance companies) are paid by the hour.

Do contingency fees usually hurt or help the clients who use them?

1. Help
0%
2. Hurt
0%
3. It depends
0%

BARTHELETTE LAW, P.A.

ATTORNEY-CLIENT FEE/COST AGREEMENT

1. Parties

The law firm of Barthelette Law, P.A. ("BL"), hereby agrees to provide legal services to _____ ("Client") in accordance with the terms set forth below.

2. Scope of Representation

The scope of representation under this agreement is as follows: BL will represent Client in connection with any and all claims that Client may have against any and all persons or entities arising out of the accident that occurred on _____ 2020.

3. Fee Schedule

In exchange for the legal services provided to Client by BL in Connection with this agreement, Client agree to pay BL a percentage of the gross amount recovered in the case, in accordance with the fee schedule set forth below. This fee schedule is adopted and approved by the Florida Supreme Court and the Florida Bar:



Pro Bono

- American Bar Association encourages it
- Model Rule 6.1: try for 50 hours per year.
- Indigent
- Non-profit organizations for the poor/disadvantaged
- *The ABA Standards and Rules for Approval of Law Schools* require opportunities for students

Should all law students be **REQUIRED** to do pro bono work to graduate?

1. yes
0%
2. no
0%
3. maybe
0%

A vertical decorative bar on the left side of the slide, featuring a golden-yellow background with various 3D-rendered financial symbols such as the dollar sign (\$), pound sign (£), yen sign (¥), and Euro sign (€).

We've done the work.... And how to bill clients?

Invoice

Alfaisal University
United States
+96657-059-6988

Alfaisal University

Charles E Hall
48 N. Larchmont Drive
Memphis, TN 38111
United States

Balance \$100.00
Invoice # 00101
Invoice Date November 8, 2022
Payment Terms Due on Receipt
Due Date November 08, 2022

Hall Divorce

Time Entries

Date	EE	Activity	Description	Rate	Hours	Line Total
11/08/2022	CH	Document Preparation		\$250.00	0.1	\$25.00
11/08/2022	CH	Document Preparation		\$250.00	0.2	\$50.00
11/09/2022	CH	Document Preparation		\$250.00	0.1	\$25.00

Totals: **0.4** **\$100.00**

Time Entry Sub-Total:	\$100.00
Sub-Total:	\$100.00
Total:	\$100.00
Amount Paid:	\$0.00
Balance Due:	\$100.00



bank reconciliation

- Reconcile = “agree”
- Monthly

A vertical decorative bar on the left side of the slide, featuring a golden-yellow background with various financial symbols and characters in a 3D, embossed style. Visible symbols include the dollar sign (\$), the pound sign (£), the yen sign (¥), and the euro sign (€).

Banking accounts

- Firm's account
- Client trust account
- *Interest on Lawyer Trust Accounts* IOLTA

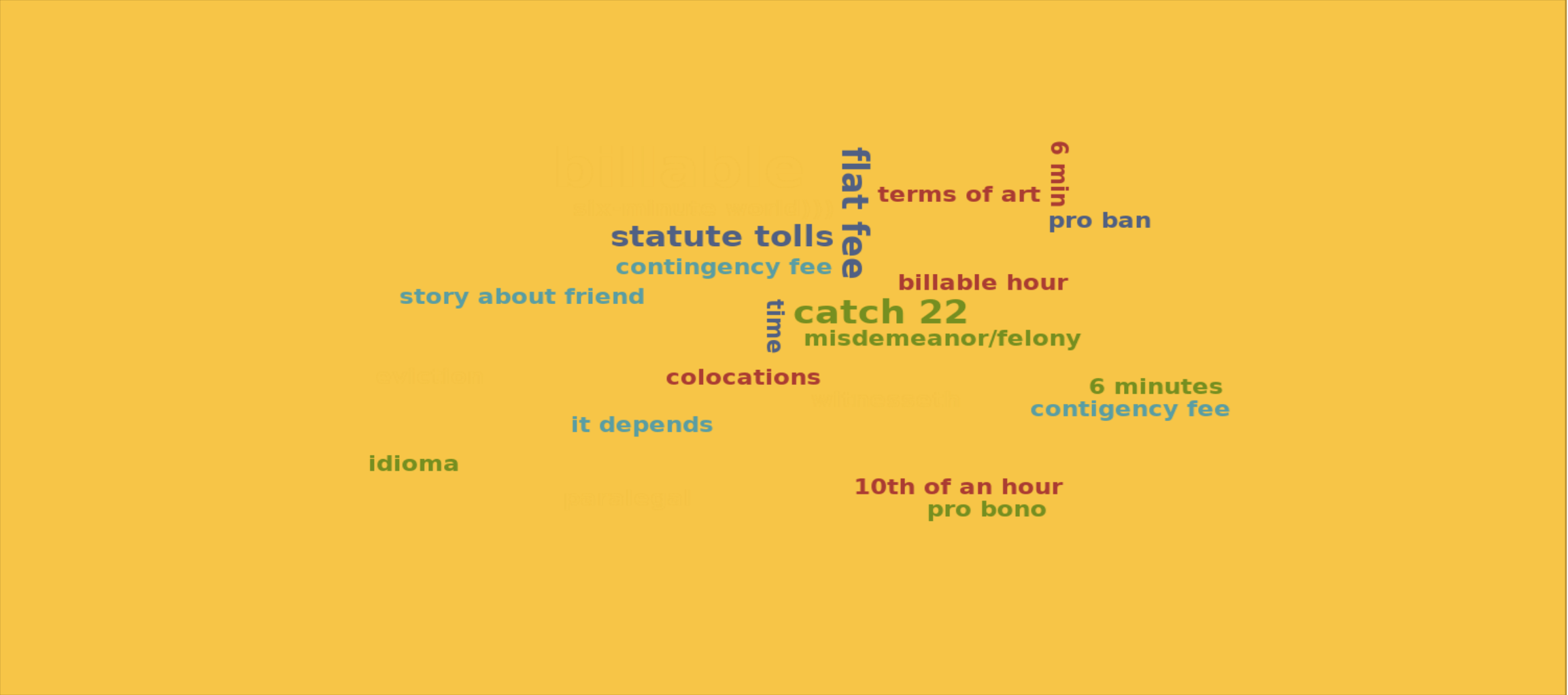
A vertical decorative bar on the left side of the slide, featuring a golden-yellow background with various currency symbols (dollar, pound, yen, euro) and numbers in a 3D, embossed style.

And that takes us back to

- Money and time
- Types of fees
- Looking at productivity
- Intro to banking
- A bit of linguistics

Enter Text
and Press
Send

As usual, what's the one word you remember most from this evening's session?



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House of Cards

Business structures

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