

INFORMATION SHEET FOR OUR CLIENTS

I. CASE FOLLOW-UP

I will take utmost care in performing the assignment you have entrusted me. So that I can honour my commitments in your interest, I need you to provide me with all of the information concerning your case when you retain my services. My activity is subject to the obligations set by law and the Paris Bar's Code of Ethics.

II. FEES

In accordance with *Article 11.2 of the Paris Bar's Internal Rules and Regulations*, a lawyer must inform his/her client of the fee terms and conditions upon being retained.

Paris attorneys bill their services at an hourly rate that is between **150 Euro** and **400 Euro** (plus VAT). My hourly rate (excluding VAT) is between **220 Euro** and **300 Euro**. As per *Article 11.2 of the Internal Rules and Regulations*, the rate applied is based on certain factors such as the nature and difficulty of the case or, as the case may be, the value under dispute. As in all specialised law firms, **70 to 80%** of the fees go towards the firm's operational costs and therefore do not constitute a profit. The fees invoiced represent the amount of time spent on the matter. Also, when a new case file is opened, we require the payment of an advance on fees and expenses (*Article 11.4 of the Paris Bar's Internal Rules and Regulations*).

Photocopies, faxes, travel expenses and payments made to third parties (courts, administrative offices, court officers, etc.) are billed separately. The same applies to translations. Evidence in other languages must be translated into the language of the French or German court. . Our firm works with a highly qualified translator with experience in technical and legal translation. Depending on the level of difficulty, this service is charged between 0.15 and 0.22 euro per word.

My fees are invoiced at regular intervals. Invoices must be paid within two weeks. They include a description of the services rendered. This **invoicing at regular intervals** based on time spent provides my clients with a great degree of transparency. They are thus able to monitor the amount of time spent on their case and therefore the cost. The client can lower the amount of time spent by the lawyer by submitting the documentation requested in a timely fashion and by providing assistance. If a dispute over the amount of the fees should arise that cannot be resolved amicably, the President of the Paris Bar sets the fees at the request of one of the parties. If this decision is not accepted, the Paris Court of Appeal will rule on the matter.

Please note that, in France, each party is responsible for paying its legal fees and expenses. Nevertheless, the court can order one of the parties to pay a lump sum to the other party. The amount is set at the court's discretion as damages towards the fees and expenses in connection with the proceedings (*Article 700 of the French New Civil Procedure Code*). However, this amount only rarely covers the costs actually incurred.

III. PROFESSIONAL CIVIL LIABILITY AND LIMITED LIABILITY

My firm's professional civil liability insurance is capped at **3,811,225 Euro per claim**. By retaining me, you accept this limit. If you consider that the amount under dispute in your case (or any future case) could exceed this amount, please let me know in writing so I can take the necessary steps to increase this guarantee.