

NOTICE TO CLIENTS: Firm Policies

**These rules govern all retainer agreements with Paul Dollak LL.M. Barrister (the "firm"), unless otherwise specifically agreed to in writing.**

1. If the client has any objections concerning legal accounts for fees and disbursements, then such objections must be communicated to the firm in writing within 30 days of the date of the account, failing which the client may make no objection thereafter.
2. The principal shareholders and instructing officers or directors of clients who are privately held corporations are presumed to guarantee and assume personal legal responsibility for paying all accounts of such clients.
3. If an account remains unpaid for a period of 60 days from its date, then the firm is permitted to serve and file a Notice of Intention to Act in Person on behalf of the client in any court proceeding in which the firm is the solicitor of record for that client, and upon doing so the firm is relieved of all responsibility for that proceeding. In that event the client assumes full responsibility for either continuing to act in person or obtaining new representation.
4. If for whatever reason it is necessary to seek a court order to remove the firm as counsel of record in a matter, the firm is authorized to charge for all fees and disbursements incurred in so doing.
5. If a client's file should lead to written reasons for decision being issued by the court, then the firm reserves the right to publish those reasons on the firm web site.
6. The firm shall use email addresses supplied by the client to communicate with the client, unless the firm is told not to. The firm assumes no responsibility for emails to the client that have been improperly accessed by unauthorized persons.
7. The firm is entitled to be paid any and all amounts owing on the firm's accounts from either the proceeds of any litigation or from any amounts held in trust for the client, or both.
8. The firm's hourly rates may increase at the beginning of each calendar year.
9. Except for such clients as may be exempt, all accounts for fees and disbursements are subject to GST.
10. The firm shall be entitled to charge interest on unpaid accounts in accordance with the *Solicitors Act*. The firm may also charge notional interest on accounts where the charging of fees has been deferred, whether those fees are on a contingency basis or not.

11. The client is responsible for notifying the firm in writing as to current address, telephone number and email address.
12. Where there is a written retainer agreement which conflicts with this policy, then the written retainer agreement governs.
13. All retainer agreements, unless expressly agreed otherwise in writing, are governed by the laws of Ontario, whose courts have exclusive jurisdiction over them.
14. The provisions of this Firm Policy may be changed from time to time without notice.