



LIMITED SCOPE REPRESENTATION REFUND POLICY

At Gavvl Law, we are committed to providing transparent and professional services in accordance with the Ohio Rules of Professional Conduct. This refund policy applies to our Limited Scope Representation agreements and outlines how refunds are handled should the agreement be terminated before the completion of all services.

1. Proportionate Refunds

Clients are entitled to a refund of any unused portion of fees for services not yet performed under the terms of the Limited Scope Representation Agreement. Any refunds issued will be calculated based on the proportion of work not yet completed in furtherance of the agreed-upon services.

2. Work Completed by the Attorney

For any work performed by the attorney under the Limited Scope Representation Agreement, fees will be deducted based on a **reasonable hourly rate of \$300.00 per billable hour**. This ensures compliance with Ohio Rule of Professional Conduct 1.5(a), which requires legal fees to be reasonable based on the work performed and the value provided.

3. No Refunds for Case Outcomes

Refunds will not be issued based on the outcome of any case. Legal outcomes cannot be guaranteed, and the client understands that payment for services reflects the attorney's time, effort, and expertise, not the result of the case.

4. Non-Refundable Retainer Fees (If Applicable)

If a non-refundable retainer fee is included in the Limited Scope Representation Agreement, this will be explicitly stated in the agreement and will not be refunded, in accordance with Ohio Rule of Professional Conduct 1.5(d)(3). Any such retainer will still be applied toward the work completed by the attorney.

5. Refund Process

Upon termination of the Limited Scope Representation Agreement, Gavvl Law will provide the client with:

- A detailed accounting of the work performed.
- The total hours billed at \$300.00 per hour.
- The amount of any refund due, based on unearned fees.

Refunds will be processed promptly, typically within 14 business days, unless additional clarification or documentation is needed.

6. Professional Liability Insurance

The client acknowledges and understands that professional liability insurance is carried by the **individual attorney providing services** and not under Gavvl Law, LLC.

7. Disputes and Arbitration

- Any disputes arising from this engagement with Gavvl Law shall be addressed in accordance with the laws of the **State of Ohio**.



- Arbitration shall be conducted in **Hamilton County, Ohio**, and the **non-prevailing party shall be responsible for all costs associated with arbitration**, including, but not limited to, filing fees, arbitrator fees, and attorney fees.

8. Modification of Services

Should the scope of representation change during the course of the agreement, any adjustments to fees or refunds will be handled in accordance with the modified terms and documented in writing.

This refund policy ensures that fees are fair, reasonable, and transparent, aligning with the ethical standards set forth by the Ohio Rules of Professional Conduct. Should you have any questions or require additional clarification, please do not hesitate to contact us at admin@gavvl.com or by phone at +1 (844) 694-2885.



STATEMENT OF ENGAGEMENT TERMS

Limited Scope Representation

1. Engagement of Our Services

- The law firm of Gavvl Law, LLC (the "Firm", "Us", or "Our") has undertaken to represent You (also referred to as the "Client") and to act on your behalf in this Limited Scope Representation (the "Engagement"). Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment and are not guarantees. Also, our opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

2. Parties to the Agreement

- You are the "Client" (also referred to as "You/Your"). You are the only Client in this Engagement.
- Gavvl Law, LLC (also referred to as the "Firm" or "Us/We/Our") is an Ohio Limited Liability Company authorized to practice law in the State of Ohio.
- The undersigned Ohio licensed attorney is the individual, Of Counsel Firm lawyer ("Attorney") that will be providing you with the Limited Scope Services pursuant to this Engagement. The Attorney is an Of Counsel Lawyer with the Firm.

3. Limited Scope of Representation

- The Firm provides only Limited Scope Representation,¹ also known as "unbundled legal services". In this Limited Scope Engagement the Firm represents You for only certain part(s) of Your case (the "Scope"). The Firm does not represent You from start to finish, rather, the Firm only handles the portion of Your case that You and the Firm agree upon for the Engagement. For example, Scopes might include drafting a settlement agreement, providing consultation services, providing advice before a hearing, or representing a client only at one specific hearing related to the case.
- You are hiring the Firm to represent You in connection with the Scope identified in the Engagement Letter. This is NOT FULL REPRESENTATION. Once the Scope outlined the Engagement Letter is complete, any further representation by the Firm will require an additional Engagement Letter and a separate Fee.
- The relevant rules require that a lawyer appearing in court on behalf of a client in a limited scope capacity submit to the court a Limited Scope Notice of Appearance, signed by both the lawyer and the client. If Your service includes any court appearance (e.g., a hearing, status conference, or trial), You will be required to sign this Notice prior to Your Attorney performing any work on Your case or making any appearance on Your behalf. This Notice lets the court and all parties involved in the case know what work Your Attorney will be performing on Your behalf. Your failure to timely sign this Notice may result in termination of this Engagement.

¹ Limited Scope Representation is governed by Rule 1.2(c) of the Ohio Rules of Professional Conduct.



- Once the Firm has completed the Scope, a Notice of Completion of Limited Scope Representation will be filed with the court to let the court and all parties know that the Firm is no longer representing You. You also will need to sign this Notice prior to the Firm appearing on Your behalf or providing any services to You. You can dispute the Notice of Completion with the court if the Firm has not completed the work agreed to in this Engagement.

4. Relationships With Other Clients

- In representing You, it is important that You receive advice from lawyers who are free from conflicts of interest. We represent a diverse group of clients on a variety of legal matters. Accordingly, it is possible that we represent current clients or may be asked in the future to represent new clients in the same general field of interest or business. We have conducted an internal review and have not identified any conflict of interest implicated by our representation of You and any other existing client of the Firm. We have specifically considered any persons and business You have identified as being adverse in this matter, if any, and found no conflict. However, conflicts of interest are at times difficult to identify and can sometimes arise as a result of client activities or other developments of which we may be unaware. We will make reasonable efforts to identify and resolve those conflict situations and to establish appropriate mechanisms to safeguard your interests. In an appropriate situation, we may provide You with full information regarding a potential conflict of interest and ask you to waive the potential conflict.

5. Who Will Provide the Legal Services

- The individual Attorneys that will be providing you with the Limited Scope Service pursuant to this Engagement are identified in the Engagement Letter. Subject to the decision of these Attorney(s), your Engagement may be performed from time to time by other lawyers and/or legal assistants in the Firm. Such delegation may be for the purpose of involving lawyers or legal assistants with special expertise in a given area or for the purpose of providing services on the most efficient and timely basis.

6. Responsibilities of the Parties

- The Firm will provide the Limited Scope Legal Services reasonably required to represent You and to which You and the Firm have agreed in this Engagement. The Firm will take reasonable steps to keep You informed of progress and developments, and to respond promptly to inquiries and communications.
- You agree to cooperate with the Firm, to keep the Firm informed of any information and developments which may come to Your attention, and to abide by these terms. You agree to appear at all legal proceedings when the Firm deems it necessary, and generally to cooperate fully with the Firm in all matters related to the preparation and presentation of Your Limited Scope Engagement. This includes regularly checking Your email; timely notifying the Firm of any deadlines; and updating Your contact information with the Firm if it changes during the Engagement.
- The Firm will not accept service from the court or any party to your case on Your behalf. You should not advise any party or the court to forward documentation directly to the Firm. Only if your Engagement includes a court appearance, the Firm and Attorney will be listed as your Attorney of Record with the court.



- The Firm will not settle or agree to anything without first obtaining Your approval. The Firm and Attorney may make recommendations based on their legal analysis and opinion. If Your Attorney deems any choice in violation of law, these Terms and Conditions, or believes such choice is not advisable given the facts and circumstances of Your case, the Firm and your Attorney has the right to terminate this Engagement and the representation of You.

7. Legal Fees

- The cost ("Fee") for the Limited Scope Engagement was discussed and agreed upon between You and the Firm. It is the Flat Fee stated in the Engagement Letter. Work will not begin on your case until the Fee is paid in full.
 - The Flat Fee is the full cost of the Limited Scope Engagement provided by the Firm to You. The Flat Fee is not a Retainer that is earned by a lawyer on an hourly rate as work is performed. Rather, the Flat Fee that You pay is "earned upon receipt" by the Firm. As such, the Fee will be earned by the Firm once it is paid and deposited. However, You **may** be entitled to a refund of all or part of the Fee if the Firm does not to provide all or part of the agreed upon Limited Scope Engagement. Any refund a client may receive will be determined based upon the value of work that was performed by the Firm.²
 - Additional Costs: the Firm does not cover any filing fees, Court costs, postage fees, or any other costs and/or fees associated with any Limited Scope Engagement. Any additional fees are Your sole responsibility.
 - If any other person pays any or all of the Fee on your behalf, You are still the only Client under the Engagement Letter. Only You and the Firm have the authority over Your case and/or services.
- If prior to the completion of Your Engagement, it is determined that a new or additional Scope is needed or desired, any portion of the original Fee remaining may be applied to the cost of a new Scope and/or refunded based on the Terms and Conditions of the Engagement. The Firm will be entitled to any portion of the Fee equal to the amount of work performed by the Attorney, even if your needs change prior to completion.
- Method of Payment: the Firm accepts the following forms of payment:
 - Credit Card: Pay online at www.gavvl.com (via LawPay) or by contacting Gavvl at 1-844-MYGAVVL.
 - You may qualify for financing through LawPay's Pay Later option. Pay Later, formerly ClientCredit, is a legal fee financing solution powered by Affirm and exclusively available through LawPay. With Pay Later, you may be able to receive the full invoiced amount at the start of an Engagement with the option to pay your legal fee loan(s) over time in automated installments.

² Rule 1.5(a) of the Ohio Rules of Professional Conduct governs flat fees and refunds based upon the value of services completed.



- If you do not qualify through LawPay's Pay Later option, you may qualify for financing through Fortify by iQualify Lending. Both LawPay and iQualify Lending are not affiliated with the Firm.
- The Firm, at its sole discretion, may offer certain internal financing options. Whether You are a candidate for internal financing will be determined by the Firm and will be subject to additional terms and conditions.

8. Confidentiality and Related Matters

- As a matter of professional responsibility, we are required to preserve the confidences and secrets of our clients. This professional obligation and the legal privilege for attorney-client communications exist to encourage candid and complete communication between a client and his or her lawyer. We can perform at our best only if we are aware of all information that may be relevant to our representation of You. Consequently, we trust that our attorney-client relationship with you will be based on mutual confidence and unrestrained communication.

9. Use of E-mail to Transmit Documents

- The Firm may use unencrypted e-mail to transmit client documents, believing that e-mail offers a reasonably secure, efficient means of transmitting information. Please advise us if you have highly sensitive information you do not want transmitted in such a manner.

10. Termination of the Engagement

- Either You or the Firm may terminate the Engagement at any time for any reason by providing written notice, subject on our part to applicable Rules of Professional Conduct. In the event of termination of this Engagement, we will, at Your request, return whatever papers and property you have provided to us. Additionally, we will deliver to You all of the other material in our files relating to our representation of You, to which You are entitled under the applicable Rules of Professional Conduct, and may retain a copy of all materials delivered to You at our expense.
- If an issue arises between You and Your specific Firm Attorney, You may request to be transferred to another Attorney within the Firm. There is no guarantee that the Firm will be able to honor this request, but will make reasonable efforts to handle any issues between the Attorney and You.
- Circumstances and certain conduct may require us to withdraw from representing You, and may include, for example, breach of these Terms and Conditions, Your refusal to cooperate with the Firm or to follow the Firm's advice on a material matter, or any other fact or circumstance that would render the Firm's continuing representation unlawful or unethical. We try to identify in advance and discuss with our clients any situation which may lead to withdrawal, and if withdrawal ever becomes necessary, we will immediately give you written notice of our withdrawal. If permission for withdrawal is required by a court, we will promptly apply for such permission and You agree to engage a successor counsel to represent You.



- The Firm’s representation of You will terminate upon our completion of the agreed upon Limited Scope Engagement that You have retained us to perform. Following such termination, any otherwise non-public information You have supplied to us which is retained by us will be kept confidential in accordance with applicable Rules of Professional Conduct. If You later retain us to perform further or additional Limited Scope Engagements, our attorney-client relationship will be revived subject to a new Engagement Letter and Terms of Engagement. You agree that unless You engage us after completion of the Scope is complete to provide additional advice on other Limited Scope Engagements, the Firm has no continuing obligation to advise You in connection with any other portions of the underlying matter or in any future legal developments pertaining to Your matter.
- If this Engagement is terminated by You or the Firm prior to services being completed, the Firm will be entitled to any portion of the Fee equal to the work performed as outlined by the relevant Rules of Professional Conduct, and any “unearned” portion of the Fee will be refunded to You.

11. Retention of Files

- For various reasons, including the minimization of unnecessary storage expense, the Firm generally retains client files for seven years after termination of the engagement. After seven years, we may destroy or otherwise dispose of any such document or other material without additional notice to You.