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CATHERINE R. NEIMA  
DIRECTOR OF ADMINISTRATION

December 21, 1998

Gayle Hornaday  
Henderson Library District  
280 Water Street  
Henderson, NV 89015

RE: **LEGAL REPRESENTATION REGARDING  
AGREEMENT WITH LAS VEGAS - CLARK COUNTY  
LIBRARY DISTRICT**

Dear Ms. Hornaday:

This letter is sent to confirm our discussions relative to the retention of this firm by the Henderson Library District regarding the above-referenced matter.

I will provide my time on a Pro Bono basis. My partner, William Urga's time will be billed at his hourly rate charged in matters such as this of \$250.00 and the other attorneys I anticipate might be assisting on this case currently charge rates of \$125.00.

Please carefully review the statement of Policies Relating to Professional Fees and contact me immediately to discuss any questions you might have. Although we ask that you sign and return the enclosed additional copy of this letter, please understand that even if you do not do so, your acceptance of legal services provided by this firm will constitute your acceptance of the terms of this letter and the accompanying statement of Policies Relating to Professional Fees, until such time as you may discharge us in accordance with the statement of Policies Relating to Professional Fees.

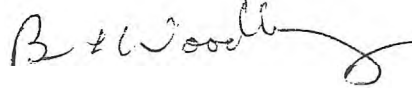
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January 20, 1999  
Ms. Gayle Hornaday  
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I look forward to working with you.

Very truly yours,

JOLLEY, URG, WIRTH & WOODBURY

A handwritten signature in cursive script, appearing to read "B L Woodbury", with a long horizontal flourish extending to the right.

BRUCE L. WOODBURY

BLW;sl  
Enclosure

READ, APPROVED AND ACCEPTED:

By: \_\_\_\_\_

Date: \_\_\_\_\_

## JOLLEY, URGA, WIRTH & WOODBURY

### Policies Relating to Professional Fees

This statement of Policies Relating to Professional Fees describes how Jolley, Urga, Wirth & Woodbury bills for legal services rendered and expenses incurred in connection with client matters. We believe that we can serve our clients better if they know about our billing policies at the beginning of our representation.

In order to help us determine the value of services that we render on behalf of our clients, our attorneys and paralegals maintain written records of the actual time they spend working for each client, in 1/10 hour increments. Billed time includes all time spent on your case including such activities as conferences, telephone calls, pretrial discovery of data, trial preparation, drafting of documents, correspondence and pleadings, negotiations, legal research, and court time. Those rendering services are assigned an hourly rate based upon the type of work which they perform and their level of experience and skill. We periodically review those hourly rates and make adjustments as necessary. Although our hourly rates are the most common component of our fees, they are not the only factor that we take into account in determining the value of our services. For example, consideration is given to the type of services that we have been asked to perform, any special level of skill or expertise required, the size and scope of the matter, any special time constraints imposed, and the results of our efforts.

In addition to our fees for services, our clients are responsible for all out-of-pocket costs that we incur on their behalf. For example, charges for court reporting services, reproduction services, expenses associated with travel, long-distance telephone calls, computerized research services, courier services, telex and other forms of communication, and any other out-of-pocket expenses will be billed to the client. While we may sometimes advance our funds to cover out-of-pocket expenses incurred on behalf of a client, we reserve the right to pass any such expenses on to our clients for payment directly to the person who provided the services. We will make every effort to include the out-of-pocket disbursements that we make on our clients' behalf in their next monthly statement. However, some disbursements, such as telephone charges, are not immediately available to us and, as a result, may not appear on a statement until sometime after the charges were actually incurred.

Our statements for services rendered and costs incurred will be sent to our clients on a monthly basis unless other arrangements have been made. All statements are due and payable upon receipt. Any statements not paid in full within thirty (30) days of the statement date will be assessed a late charge on the unpaid balance at the rate of one and one-half percent (1-1/2%) per month; late charges are due on the first day of each subsequent thirty-day period. We reserve the right to withdraw from representation in the matter if timely payment is not received.

We are sometimes asked to estimate the legal fees and other costs that will be incurred in connection with a particular matter. While we are happy to do that when possible, it should be understood that any such estimate necessarily incorporates a number of assumptions. There are almost always uncertainties involved in the handling of any legal matter, particularly when other parties are involved whose level of activity may significantly impact the work required to protect our client's interest. Accordingly, no such estimate is to be interpreted as a guarantee or maximum. The actual fees and costs incurred may vary significantly from those originally estimated, depending upon the circumstances and requirements of the particular matter.

We encourage our clients to contact the attorneys responsible for their matters if they have questions about our billings, policies or procedures.