



NEIHOF LEGAL SERVICES LLC

PROJECT TASK ORDER

SCOPE OF WORK (SOW)

Instructions. This Scope of Work serves as a task-specific amendment to the Master Freelance Paralegal Service Agreement between the parties. It identifies the specific parameters for a single client matter, including the authorized work, deliverables, compensation terms, and applicable deadlines. Work may not begin until the internal conflict check has cleared and both parties have signed this Task Order.

1. GENERAL CASE & MATTER DETAILS

Today's Date: _____

Hiring Law Firm Name: _____

Supervising Attorney: _____

Internal Case / Matter Name: _____

Jurisdiction / Court Name: _____

Case Number / Docket Number: _____

2. MANDATORY PRE-AUTHORIZATION CONFLICT CHECK

In strict accordance with Section 2 of the Master Agreement, the hiring firm must provide primary party names to verify clearance before any case work or document handling can occur.

Firm's Primary Client Name(s): _____

Adverse/Opposing Party Name(s): _____

Opposing Counsel Name and Firm: _____

Key Witness / Third Parties: _____

Co-Parties: _____

Contractor certifies that as of the Effective Date of this Work Order, Contractor has conducted a reasonable screen for conflicts of interest with respect to the matter identified in Section 2, consistent with applicable professional responsibility guidelines, and has identified:

☐ No conflicts. Contractor is not aware of any interest adverse to the above matter that would impair Contractor's ability to perform the Services.

☐ Potential conflict — disclosed below. Contractor has identified the following potential conflict and discloses it to Attorney for evaluation and waiver if appropriate:

Conflict Disclosure: _____

3. AUTHORIZED WORK SCOPE & DELIVERABLES

Freelance Paralegal is authorized to perform the specific task(s) itemized below under direct attorney supervision. (Check all that apply):

☐ Legal Document Drafting:

Description: _____

☐ Discovery Management & Responses:

Description: _____

☐ Medical Records Management / Chronologies:

Description: _____

☐ Statutory or Case Law Research Memoranda:

Description: _____

☐ Client Intake, Workflow Setup, or Document Collection:

Description: _____

☐ Other Specific Services: _____

4. PERFORMANCE TIMELINE & DEADLINE

Project Start Date: _____

First Draft Review Deadline: _____

Final Project / Filing Deadline: _____

Expedited or rush project: ☐ No ☐ Yes

5. SECTION 3 RATE SELECTION & FREQUENCY

In strict accordance with Section 3 of the Master Agreement, compensation for this specific matter will follow the structure selected below (select one):

- ☐ Hourly Basis: \$35.00 per hour, tracked and billed in tenth-of-an-hour (0.1) increments.
 - *Authorized Maximum:* Total hours on this matter shall not exceed _____ hours without an explicit, written expansion from the Supervising Attorney.
- ☐ Flat-Rate Basis: A single flat fee of \$_____ total for the successful completion of all items detailed in Section 2 of this Task Order.
 - *Flat-Rate Terms:* Any substantive additions or modifications to the scope of this project will require a separate, updated flat-rate confirmation.
- ☐ Retainer Waived: The Hiring Law Firm has been established for ninety (90) days and maintains an account in good standing.
- ☐ Retainer Required: This account is within its initial ninety (90) days onboarding window. The required \$350.00 upfront security deposit must be paid prior to start of project.
- ☐ Retainer Payment: Retainer will be paid prior to start of project.

6. RESOURCES & SOFTWARE ACCESS

The Law Firm will provide the following necessary files/access within 24 hours:

- ☐ Electronic case file access via: _____
- ☐ Electronic filing with court access: _____
- ☐ Relevant templates, exemplars, or firm style guides.
- ☐ Complete client intake notes or discovery requests to be answered.
- ☐ Other: _____

7. ATTORNEY ACKNOWLEDGMENT & ETHICAL ACCOUNTABILITY

Attorney Acknowledgment and Supervision. By signing below, the Supervising Attorney reaffirms their obligations under Section 2 of the Master Agreement. The attorney retains full ethical responsibility, professional accountability, and direct supervisory authority over all work product prepared by the Independent Contractor. The attorney further certifies that they will

personally review, verify, and approve all drafts before those drafts are signed, filed, served, submitted to any court, or delivered to any third party.

Independent Contractor:

Neihoff Legal Services, LLC

By: _____ Date: _____
Shawna L. Neihoff, Owner

Hiring Attorney or Law Firm:

By: _____ Date: _____
(Authorized Signature Printed Name)

Neihoff Legal Services LLC
Shawna Neihoff
P.O. Box 195, St. David, IL 61563
(217) 816-0801 Call or Text
shawna@neihofflegalservices.com
www.neihofflegalservices.com