

# In Propria Persona Aid

## Legal Assignment Completion Agreement

1. **Confidentiality:** All Legal Assistants are held to **confidentiality** of all communication elicited from litigants or all of participants involved. Each freelance/independent Legal Assistant must sign, submit, and have on file a signed Completion Contract, a Pay Pal account, and a \$25,000.00 dollar Surety Bond, a promissory note, or blank check on file of its equivalent to be eligible for legal assignments.
2. **Billable Assignments:** are \$25.00 dollars and hour for first tier fee for a Legal Assistants with three or fewer years of experience. For four to seven years of experience, second tier hourly bids are set at \$35.00 dollars per hour. For seven or more years of experience, third tier hourly bids are set at \$45.00 dollars or contractually for Legal Assistants with Juris Doctorates or Lawyers.
3. **Contracts:** All in-house In Propria Persona Aid's legal assistants are employed. All Legal documents assistance is contracted by legal paraprofessionals, Juris Doctorates, or limited-scope attorneys.
4. **A posted default hourly minimum bid for assignments** will be set by management. The percentage amount of the hourly billing will have been calculated given the resources of the site, minute order, statute of limitations, filing periods, and the skill level of an experienced Legal Assistant. Legal Assistants with two to three years, three to seven, or seven and more years of experience may bid for equivalent assignments. All assignments must be coordinated with the eligible Legal Assistant's agenda, court calendar; juxtaposed with the set bid time allotted and approved by the senior assignment coordinator for that legal assistant.
5. **Bids are listed by legal classification on the Analyst page.** Legal Assistants experienced in those areas of legalese are eligible to bid on those assignments. Legal Assistants with less experience in the legal area of the assignment may assist other eligible experienced Legal Assistants on the assignment at the cost of the Legal Assistant assigned. Assignments completed before the minimum hourly bid set by management will receive the bid's default payment plus 10%.
6. **Bidding:** To bid on projects, those eligible Legal Assistants bidding close to the default minimum will be notified by email, text, or phone one day in advance of the assigning of the bid to their care. A shared folder will be emailed to the Legal

Assistant with the details and facts of the case to complete the assignment. All folders are shared with an editing Senior Legal Assistant. Legal Assistants with an exceptional work ethic will be given priority on pending legal assignments.

7. **Liability:** The eligible Legal Assistant assigned to a bid is **responsible for the completion** of the legal assignment. All mistakes are attributable to the assigned Legal Assistant to do over. Upon completion or abortion of an assignment, all assigned legal assignments must be returned to In Propria Persona Aid's shared emailed shared file folder within (72) hours to receive payment for his or her contribute time.
8. **Assignments:** Legal Assistants in the first tier are assigned research and case evaluations and some judicial forms. On the second tier are assigned judicial forms, some pleadings, notices, and advanced legal evaluations. The third tier will be assigned case evaluations, memorandums, case briefs, and trial preparation, pleadings, motions i.e., Demurrers, Motion to Strike etc., for litigants in Pro se or Pro Per.
9. **Notifications:** A three-week prior notification is required by email, phone, or text if the assigned Legal Assistant is unable to complete the legal assignment as contractually agreed. When the assignment is past the offered and excepted bid due date and time only an hour of the contractually bided time remaining will be paid to the eligible Legal Assistant in breach of his or her legal assignment. All files, notes, research, documents, and correspondence are to be returned to In Propria Persona forthwith. No further compensation will be paid to that eligible Legal Assistant assigned to that project.
10. **Failure to Complete:** All Legal Assistants failing to notify the management of In Propria Persona Aid of their progress and completion of an assignment resulting in a breach of that Legal Assistant's completion agreement and/or the re-assigning of that assignment to another Legal Assistant, or the loss of that assignment will be billed for the allotted hourly bided remittance of that legal assignment to the litigant and personally liable for any legal detriment caused to the litigant. Either this debt incurred through breach can be remitted monetarily, or the negative billing time can be offered as pro bono in compensation for other awarded assignments. By failing to accept an offered pro bono assignment the self-contractor breaches this agreement with In Propria Persona Aid, relegating his or her status to probational. Outstanding collections will be litigated for collections under California Laws.

**11. Sharing of documentation:** The sharing of all confidential documentation shared or corresponded associated with In Propria Persona Aid is not allowed by any person contracted or employed by In Propria Persona. In Propria Persona Aid reserves the right to terminate any association. All assignments are to be viewed by In Propria Persona Aid's designated staff before filing.

**12. EQUIPMENT, SUPPLIES, AND MATERIALS**

All fees, administrative expenses, travel expenses, duplications and materials pertaining to a litigant's case are billed to the litigant. Expenses for out of the pocket expenses to the Legal Assistance will be reimbursed by In Propria Persona. Office time for appointments, notary public, fax, mailings, and postal supplies are provided by In Propria Persona.

**NON-SOLICITATION:** All independent contractors doing business and/or providing legal assistance to In Propria Persona Aid are forbidden to recruit, solicit, denigrate, slander, liable, conceal, encourage, manipulate, share company confidentiality, poach, or provide service not contracted with In Propria Persona to clients/litigants assigned to them by In Propria Persona. Such acts are forbidden during the viable contractual agreement with the In Propria Persona and within a one-year period of the contacted independent contractor's termination from the services of In Propria Persona Aid.

Note: As of January 1, 2020, per AB 51, California employers are no longer able to require employees to sign mandatory arbitration agreements forcing discrimination, harassment, and wage claims into arbitration. Applicants and employees may choose not to sign such agreements, and the employer may not retaliate.

I have read In Propria Persona Aid policies above to bid for legal assignments as an independent Legal Assistant and agree to its terms and conditions.

(print) \_\_\_\_\_ (date): \_\_\_\_\_

Signature of Independent Legal Assistant: \_\_\_\_\_