



GILMAN  
LAW P.C.

## Payment Policy

All the services at Gilman Law P.C. are performed on a flat fee basis. You will know exactly what the service will cost without worrying about the minutes ticking by with service delivered on an hourly rate. These “fixed fee” services can make resolving a legal issue less stressful regarding payment as you will know before you go.

In addition to the quoted retainer, clients are independently responsible for any additional costs, fees or expenses associated with the defense of this matter, including but not limited to expert and private investigator costs and retainers, transcription costs, costs associated with the production of medical records and any additional expenses. These expenses must be paid within 30 days of notification.

Gilman Law P.C. offers our clients the flexibility of making monthly payments on their total bill, per your signed agreement. This document outlines the basics of Gilman Law P.C.’s payment plan.

### When will I receive my bill?

Bills are sent via email on the 1<sup>st</sup> of the month regardless of when the client made the last payment. Your monthly payment needs to be processed before the 1<sup>st</sup> of the following month. For example, bills are sent on July 1, 2024, and your payment must be received by July 31, 2024, to stay current. If you do not have access to email, please contact the billing department and we will send you your bill monthly through USPS.

**Please note: The due date listed on your bill is the date your FINAL payment is due. Even if the final due date is many months in the future, all clients must make monthly payments to stay current.** Please refer to your engagement letter for your specific requirements.

### How can I pay my bill?

Gilman Law P.C. accepts all major credit cards, cash, check and money orders.

To make it easier for clients, Gilman Law does offer automatic payments plans. You can arrange for automatic monthly debit & credit card charges by contacting the office. As a reminder, you will receive an invoice on the first of the month even if you have arranged for automated payments.

Debit & credit cards can also be paid manually each month through the online secure link in your bill. The total remaining balance will appear on your bill. Please type the amount you’d like to pay in the text box.

Checks and money orders should be made out to Gilman Law P.C. Mail all checks and money orders to Gilman Law P.C. 1000 Mount Laurel Circle, Unit 1, Shirley, MA 01464. There is a \$20 fee on any returned check.

If you would prefer to pay in cash, you can bring the money to your Attorney at the time of your hearing or hand deliver it to our Shirley office during regular business hours. Please do not mail cash. Cash payments will then be accounted for on your invoice and a new invoice will be emailed to you with an updated amount.

## **Registry of Motor Vehicles/Board of Appeals Fees**

Clients must pay all bills in full **one week before the date** of your Board of Appeals hearing for Gilman Law to represent you at the Board of Appeals hearing and final Registry hearing.

## **Criminal Court Trial Fees**

In many criminal cases, Gilman Law P.C. does not include a trial fee in your initial bill. If your case is subject to an additional trial fee, it will be outlined in your engagement letter. For cases that are scheduled for trial, billing will occur when the trial date is determined. All obligations must be met **one month before the trial date**.

**\*\*\*All accounts that go into arrears pursuant to the terms of the agreement will be subject to our firm's withdrawal. \*\*\***