UNITE HERE Local 25 and Hotel Association of Washington, D.C. Group Legal Services Fund

January 1, 2013 – December 31, 2013

February 27, 2014

Trustees
UNITE HERE Local 25 and Hotel Association of Washington, D.C. Group Legal Services Fund
1003 K. Street, N.W., 7th Floor
Washington, D.C. 20001

Greetings:

Attached is the 2013 Annual Utilization Report for UNITE HERE Local 25 and Hotel Association of Washington, D.C. Group Legal Services Fund, hereinafter the "Plan". During this Plan year, 863 households opened 1,403 new matters.

This report summarizes the legal services furnished to Plan participants and provides a statistical breakdown of:

- *The total number of Plan cases by area of law and as a percentage of the total Plan cases.*
- *The total number of attorney hours devoted to Plan cases on an annual basis.*
- *The total number of legal assistant hours devoted to Plan cases on an annual basis.*
- *Annual comparative data.*

In the 2013 Plan year, our firm opened 1,403 cases with the number of paying participants for the same period averaging 5,751. This reflects member utilization of 24 percent. During this same period, our firm provided 11,284.68[1] attorney hours and Fund contributions totaled $1,843,766.63. By dividing the total number of attorney hours into the total Plan year contributions, we have calculated that the effective hourly rate for services received by the Plan participants was $163.38.

If the Plan or its participants were to pay the market rate for legal services received in the Plan year, and using the market rate in the Washington, D.C. area of $338.00[2] per hour for attorney time, the cost would have been $3,814,221.84 instead of $1,843,766.63. This difference represents ***a savings to the Plan and its participants of $1,970,455.21.***

[1] Legal assistant hours are valued at 50 percent of attorney hours.
[2] United States Consumer Law Attorney Fee Survey Report 2010 – 2011 (Atlantic Attorney Region Firms 6-10 Years average experience – Pg. 18).

Employees with a legal plan lose less time from work and are better able to concentrate on their jobs because their legal plan lawyer is giving them legal advice, defending their rights, and providing reasonable solutions to their problems. Equally important, the Plan lawyer is taking care of time-consuming telephone calls, correspondence and negotiating sessions, and eliminating the clients' unnecessary presence at court appearances. This results in the employees losing less time from work and allows them to function more effectively when at work on company time.

We look forward to continue to provide high quality and cost effective legal services to the Plan, its participants, and their families.

Respectfully Submitted,

REGAN ASSOCIATES, CHARTERED

PAUL K. REGAN
Attorney at Law

Regan Associates, Chartered

UNITE HERE Local 25 and Hotel Association of Washington, D.C.
Group Legal Services Fund

PERCENT OF TOTAL PLAN CASES

January 01, 2013 - December 31, 2013

TYPE OF CASE	TOTAL PLAN CASES	PERCENT OF TOTAL
Family Law	237	16.9 %
Immigration	211	15.0 %
Consumer	178	12.7 %
Civil Litigation	162	11.6 %
Wills	109	7.8 %
Criminal	108	7.7 %
Bankruptcy	102	7.3 %
Traffic	77	5.5 %
Real Estate	59	4.2 %
Landlord/Tenant	57	4.1 %
Administrative Law	50	3.6 %
General Consultation	20	1.4 %
Negligence	20	1.4 %
Probate	11	0.8 %
Juvenile	1	0.1 %
Total	1402	100%

Regan Associates, Chartered

UNITE HERE Local 25 and Hotel Association of Washington, D.C.
Group Legal Services Fund

ATTORNEY HOURS BY AREA OF LAW

January 01, 2013 - December 31, 2013

TYPE OF CASE	TOTAL HOURS	PERCENT OF TOTAL
Family Law	2576.69	23.5 %
Immigration	1372.31	12.5 %
Bankruptcy	1240.94	11.3 %
Administrative Law	1111.53	10.1 %
Criminal	993.02	9.1 %
Civil Litigation	954.19	8.7 %
Consumer	849.32	7.8 %
Traffic	569.45	5.2 %
Landlord/Tenant	367.22	3.4 %
Negligence	337.74	3.1 %
Wills	228.6	2.1 %
Real Estate	210.72	1.9 %
Probate	92.5	0.8 %
General Consultation	49.25	0.4 %
Juvenile	1.0	0.0 %
Total	10,954.48	100%

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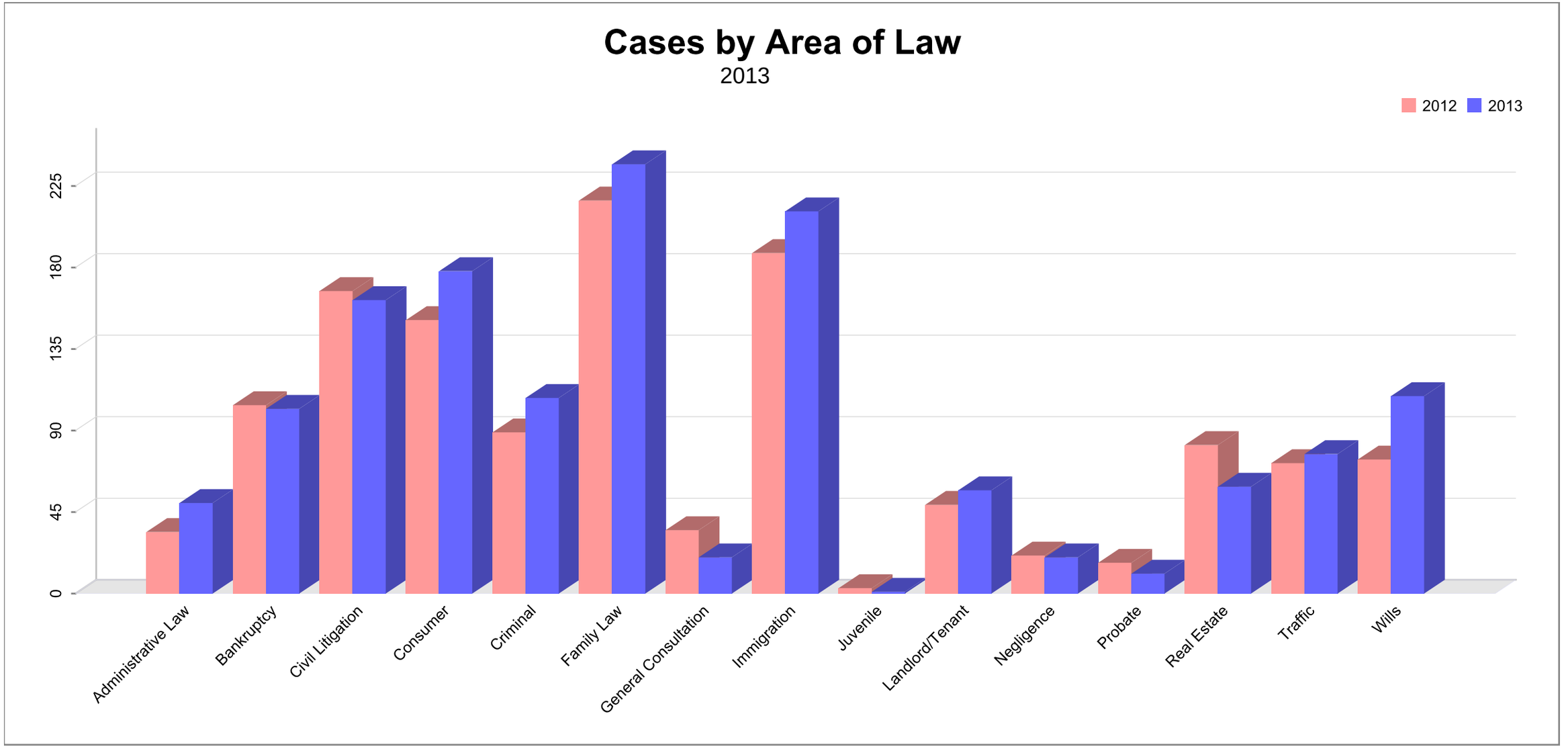
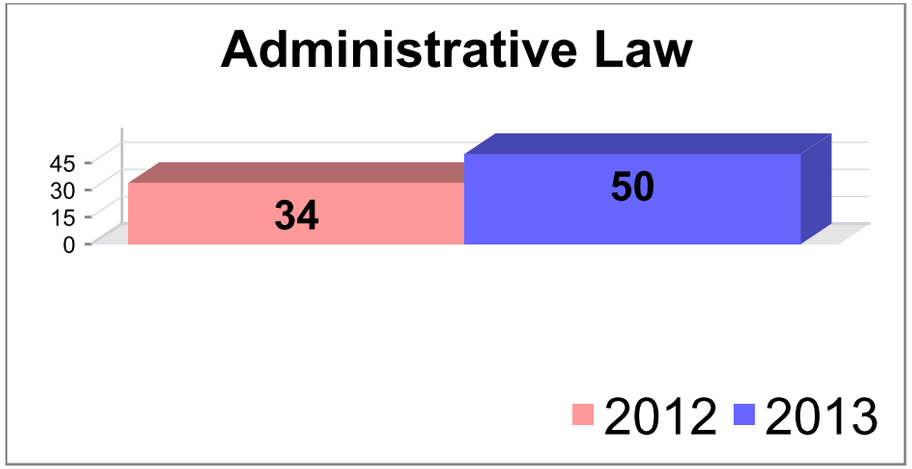
UNITE HERE Local 25 and Hotel Association of Washington, D.C.
Group Legal Services Fund

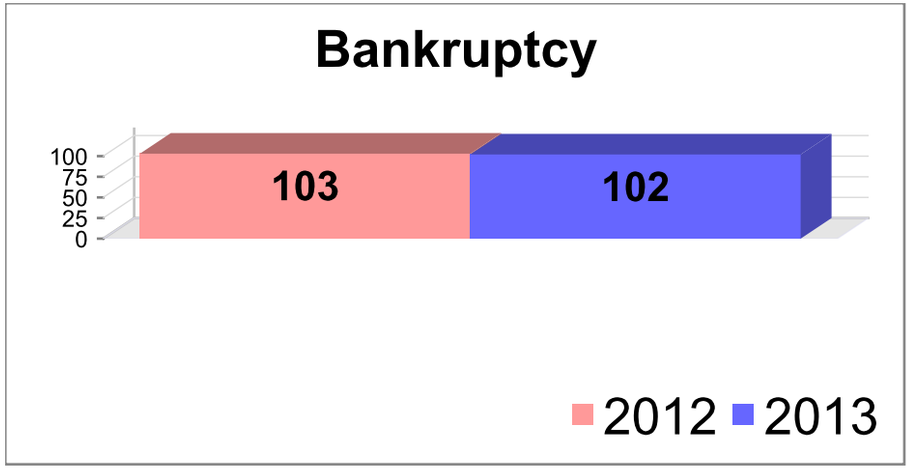
LEGAL ASSISTANT HOURS BY AREA OF LAW

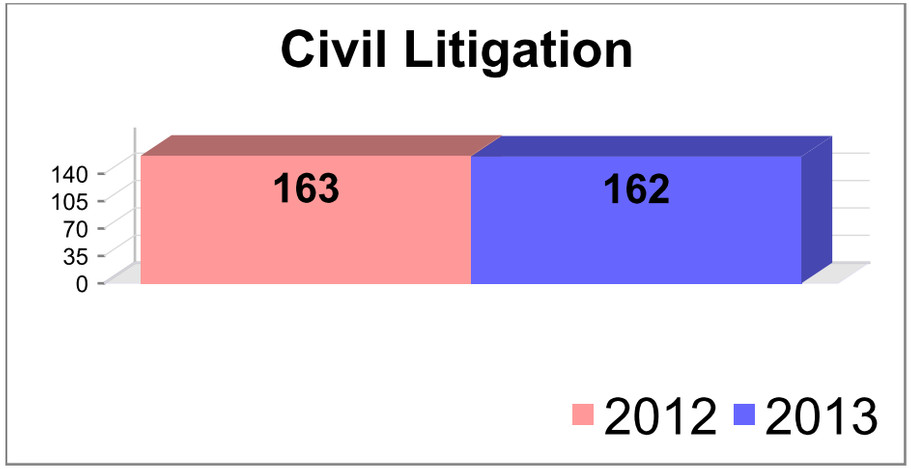
January 01, 2013 - December 31, 2013

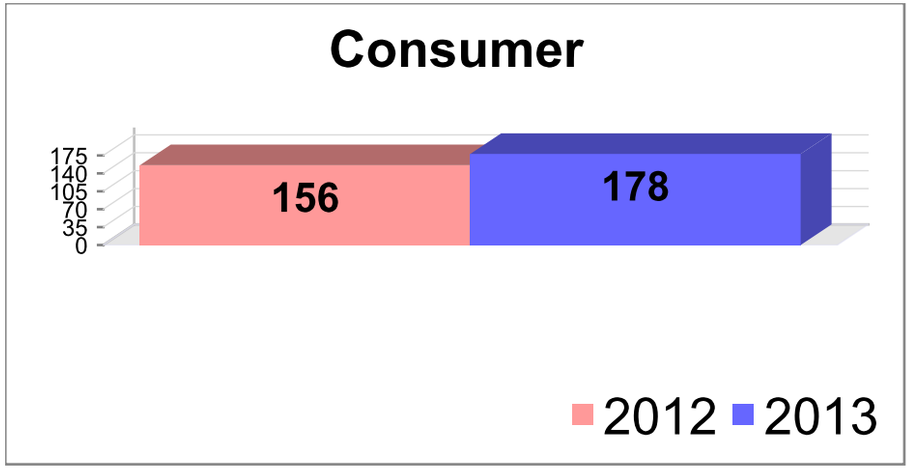
TYPE OF CASE	TOTAL HOURS	PERCENT OF TOTAL
Family Law	122.57	18.6 %
Immigration	109.77	16.6 %
Bankruptcy	87.75	13.3 %
Consumer	70.5	10.7 %
Civil Litigation	58.27	8.8 %
Criminal	43.0	6.5 %
Wills	36.25	5.5 %
Negligence	29.75	4.5 %
Traffic	28.75	4.4 %
Real Estate	24.25	3.7 %
Administrative Law	22.25	3.4 %
Landlord/Tenant	18.05	2.7 %
General Consultation	6.0	0.9 %
Probate	3.0	0.5 %
Juvenile	0.25	0.0 %
Total	660.41	100%

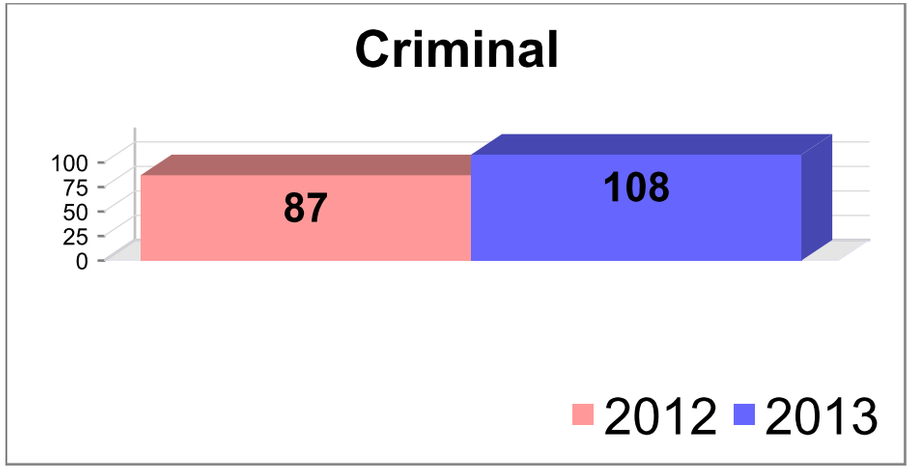

Cases by Area of Law
2013
2012
2013
0
45
90
135
180
225
Administrative Law
Bankruptcy
Civil Litigation
Consumer
Criminal
Family Law
General Consultation
Immigration
Juvenile
Landlord/Tenant
Negligence
Probate
Real Estate
Traffic
Wills

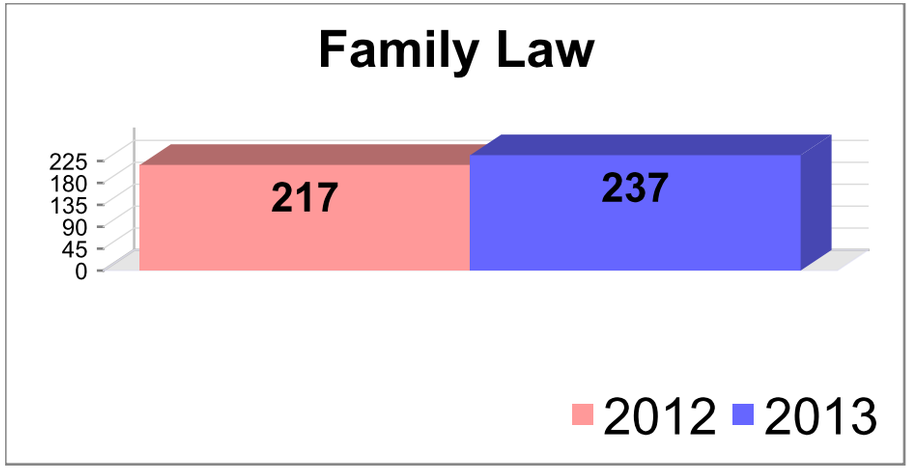

Administrative Law
45
30
15
0
34
50
2012
2013

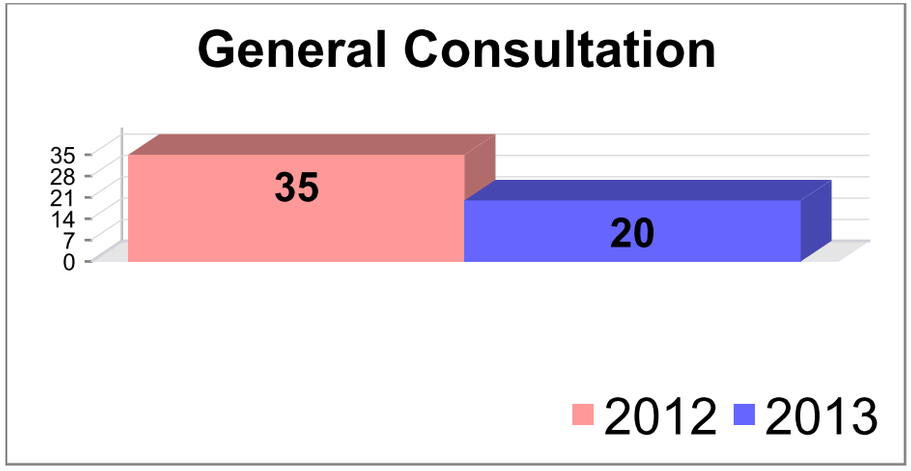

Bankruptcy
100
75
50
25
0
103
102
2012
2013

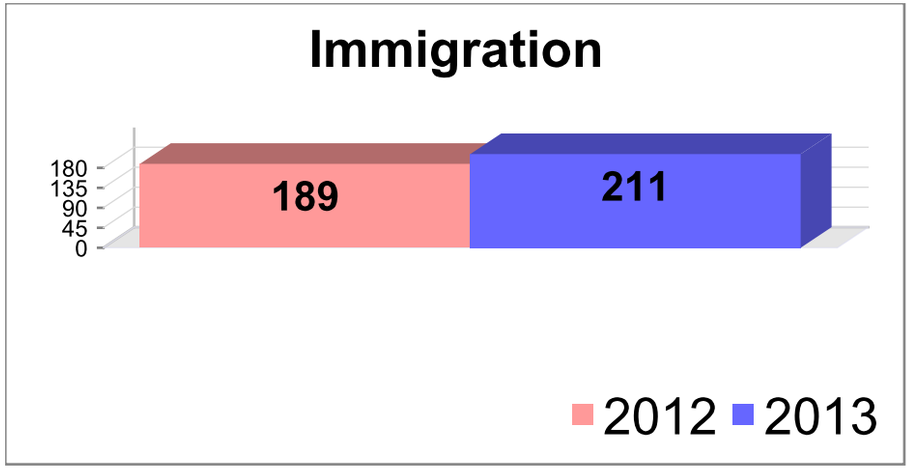

Civil Litigation
140
105
70
35
0
163
162
2012
2013

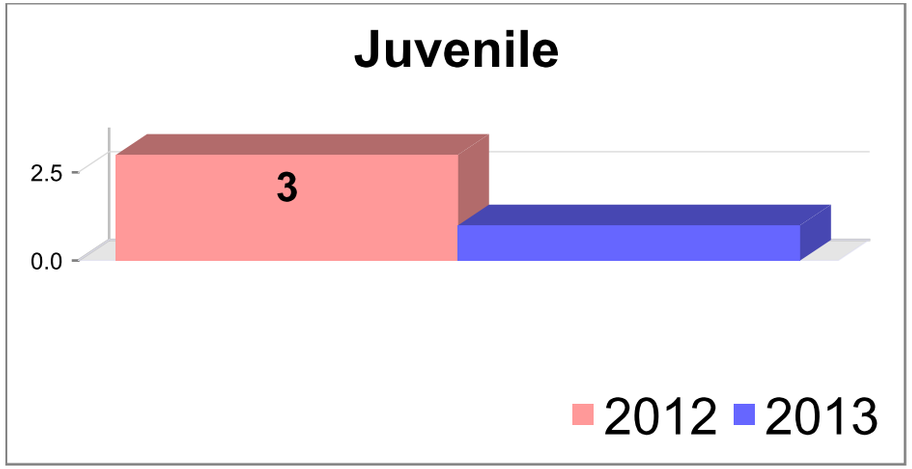

Consumer
175
140
105
70
35
0
156
178
2012
2013

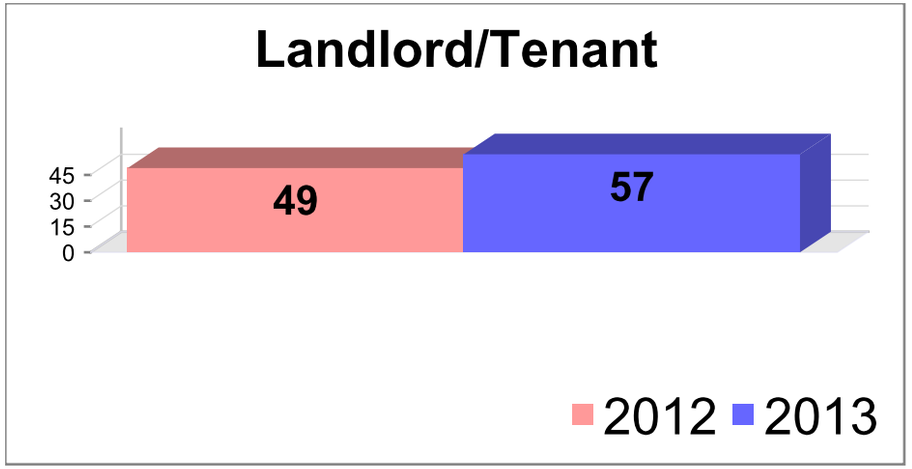

Criminal
100
75
50
25
0
87
108
2012
2013

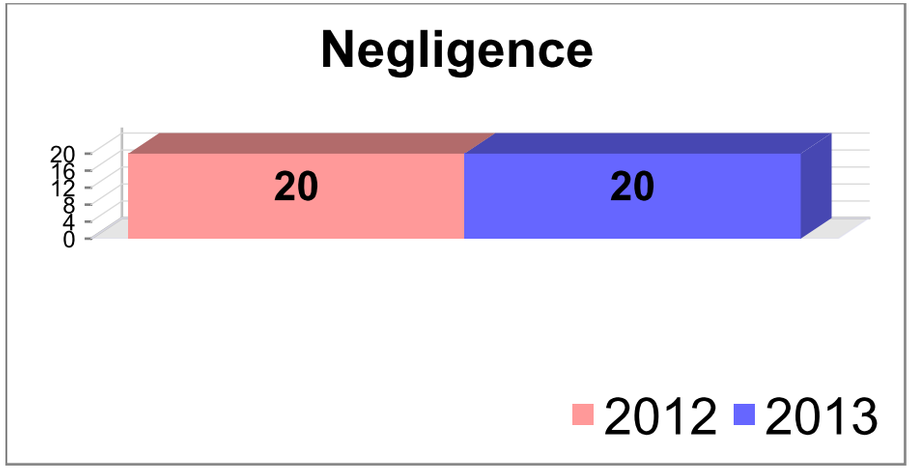

Family Law
225
180
135
90
45
0
217
237
2012
2013

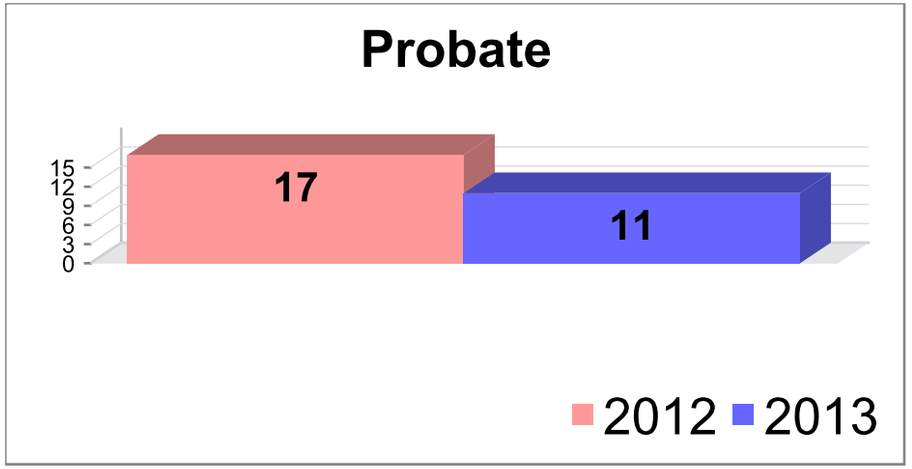

General Consultation
35
28
21
14
7
0
35
20
2012
2013

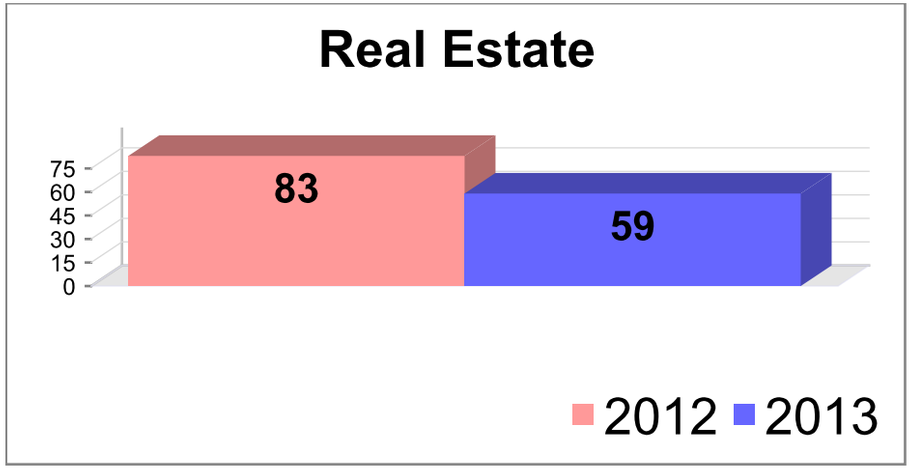

Immigration
180
135
90
45
0
189
211
2012
2013

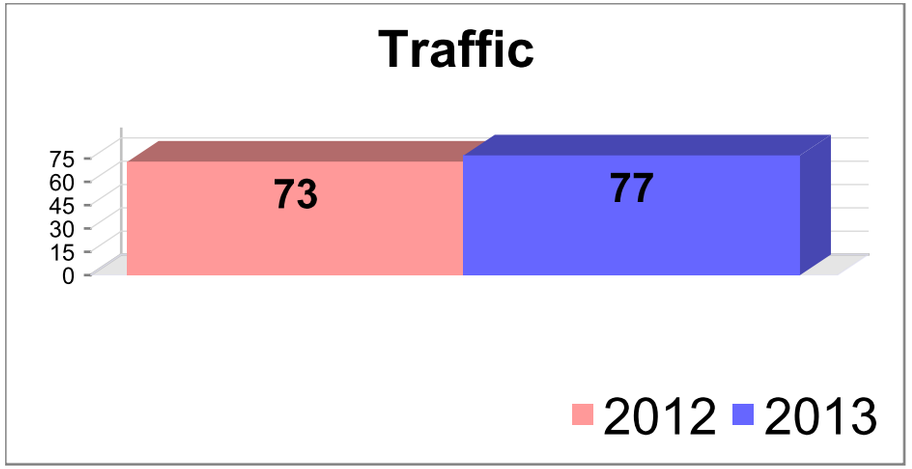

Juvenile
2.5
0.0
3
2012
2013

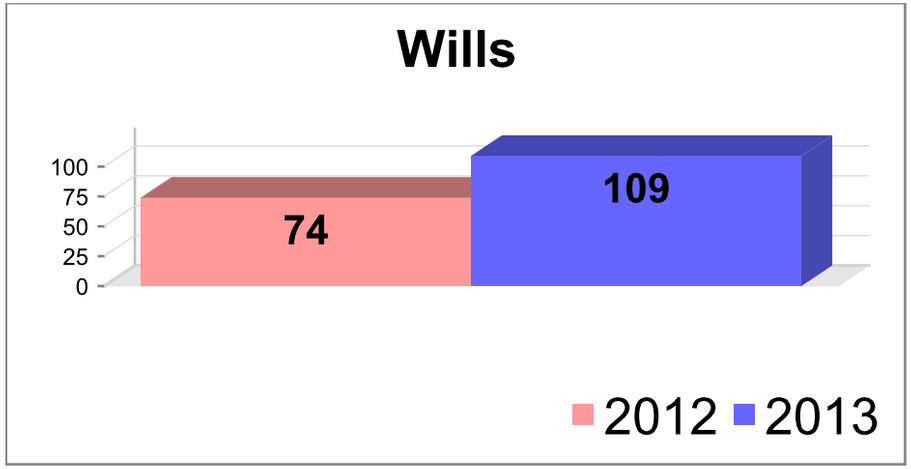

Landlord/Tenant
45
30
15
0
49
57
2012
2013


Negligence
20
16
12
8
4
0
20
20
2012
2013


Probate
15
12
9
6
3
0
17
11
2012
2013

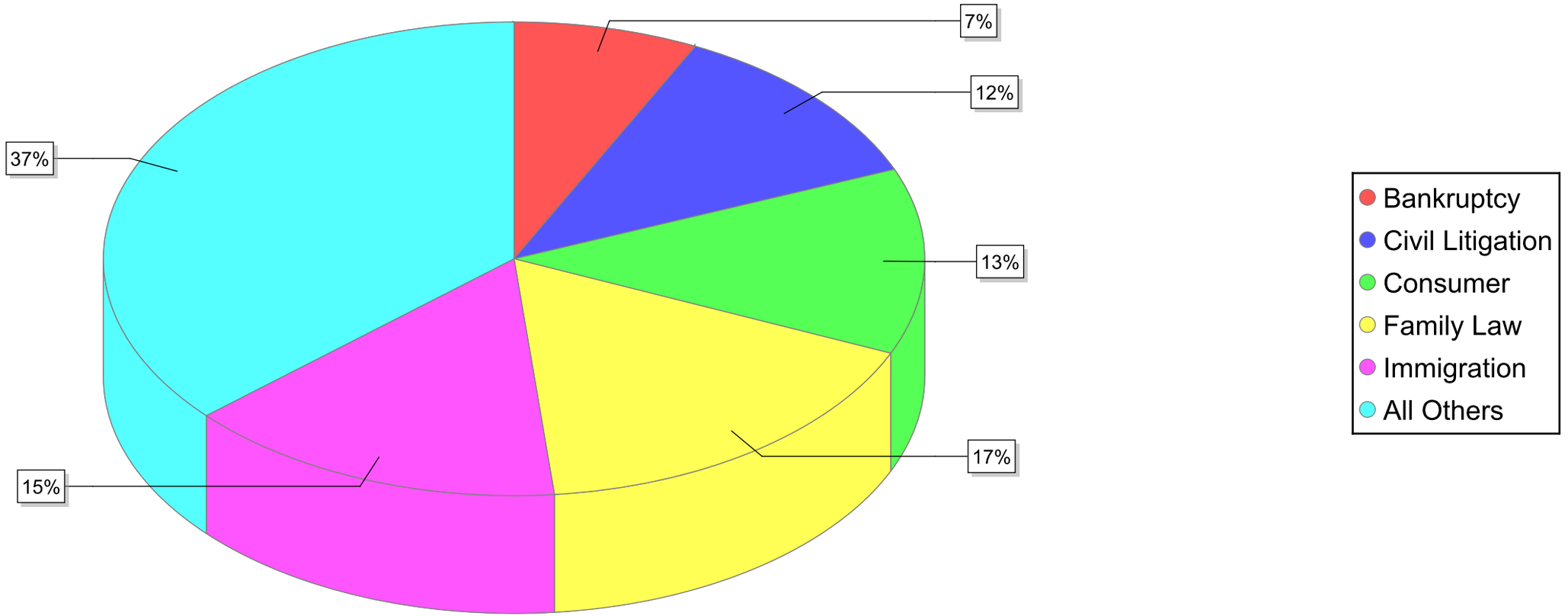

Real Estate
75
60
45
30
15
0
83
59
2012
2013


Traffic
75
60
45
30
15
0
73
77
2012
2013


Wills
100
75
50
25
0
74
109
2012
2013

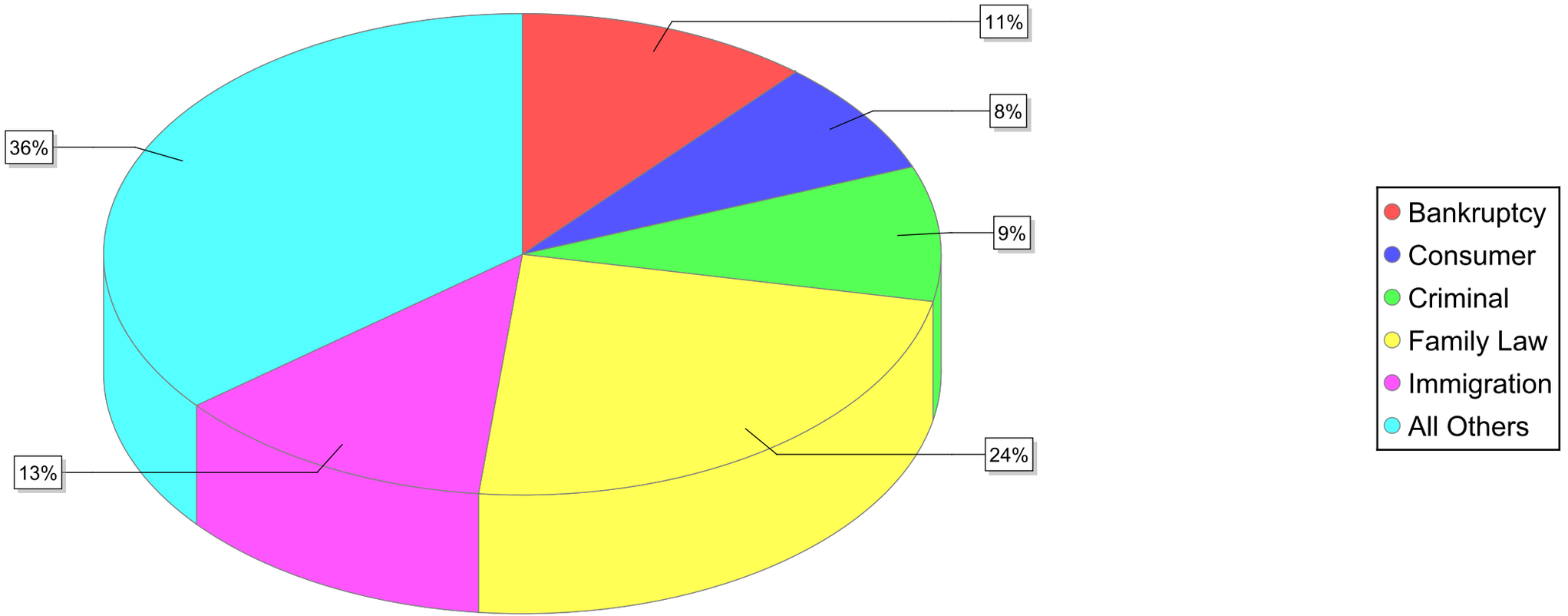
2013 Cases

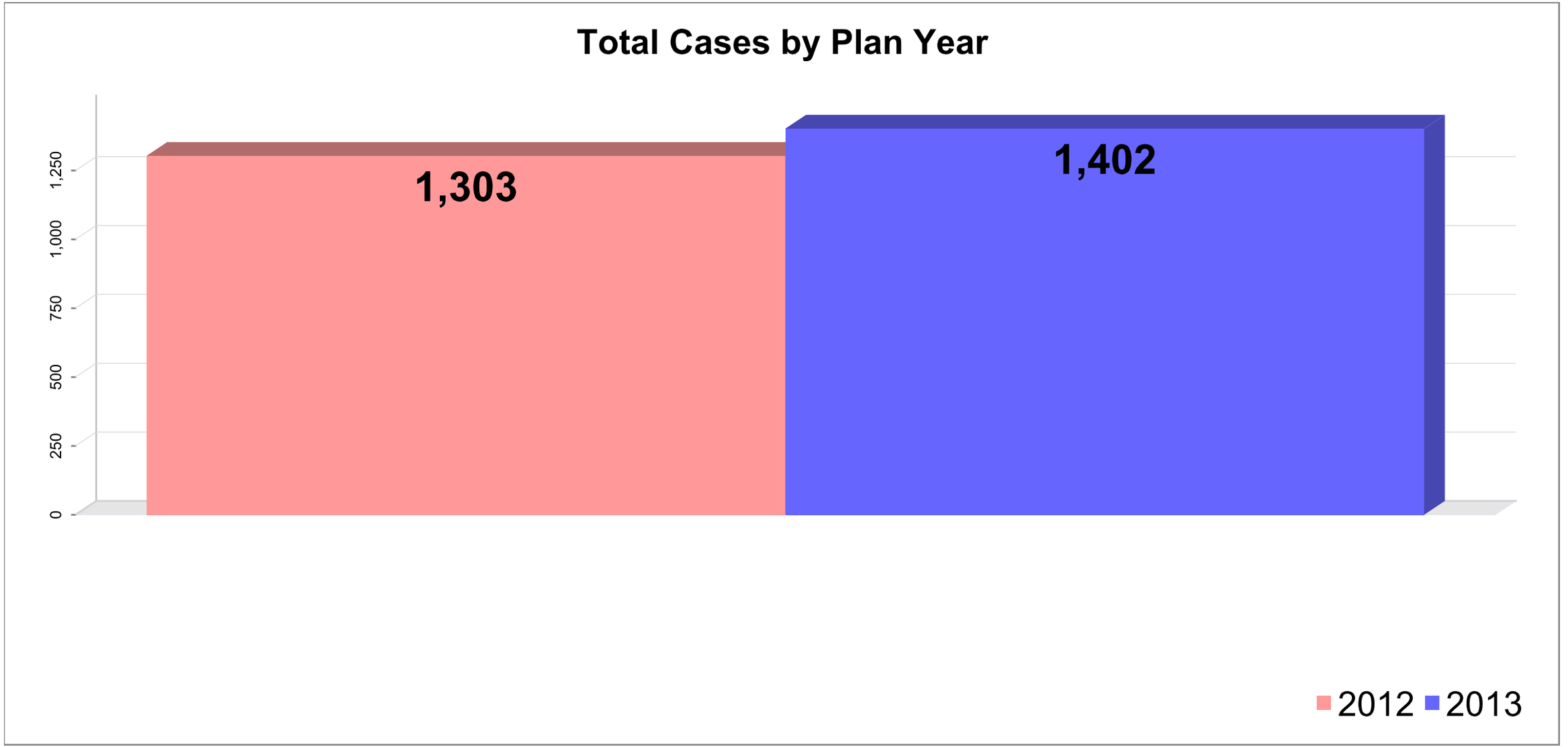
Percent Total by Area of Law

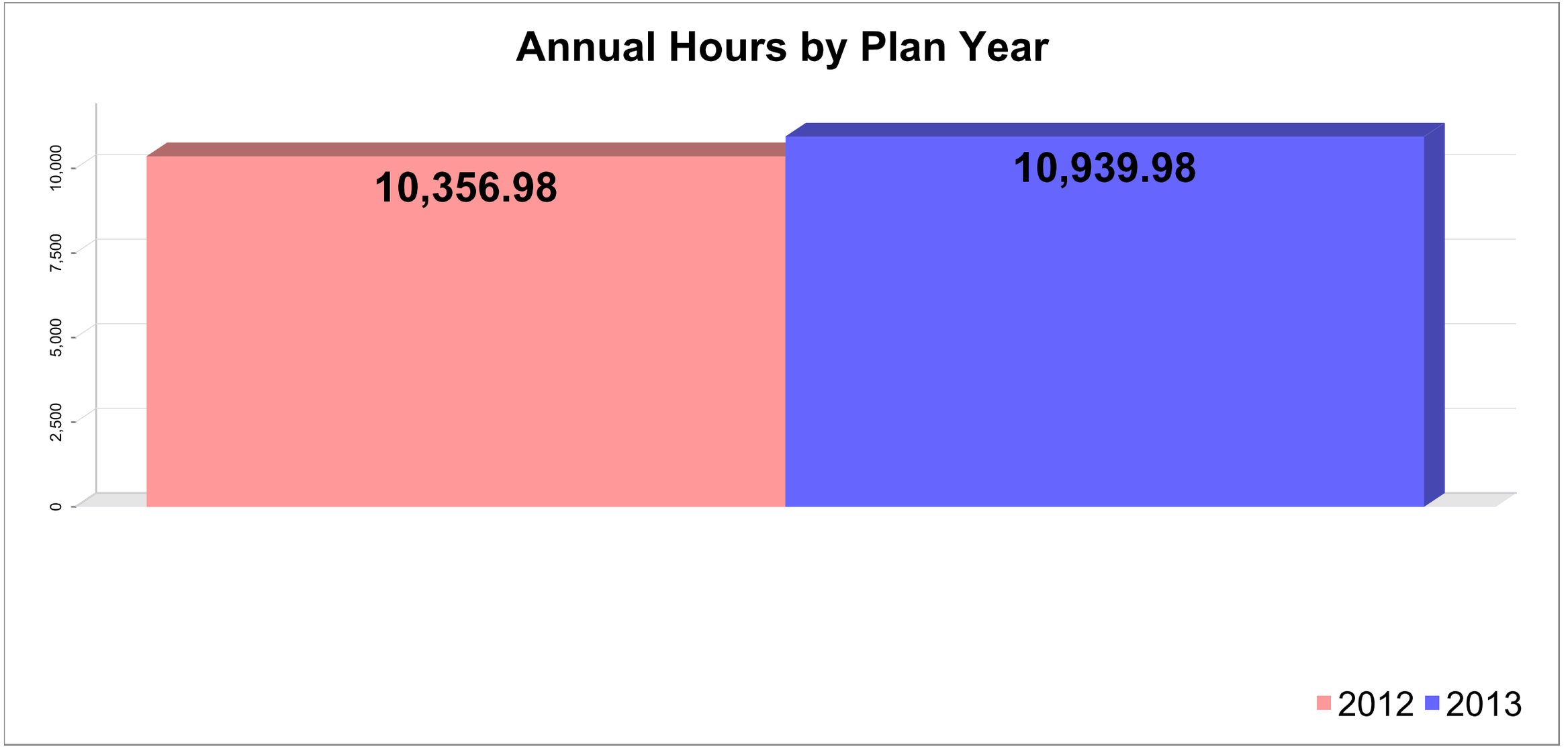


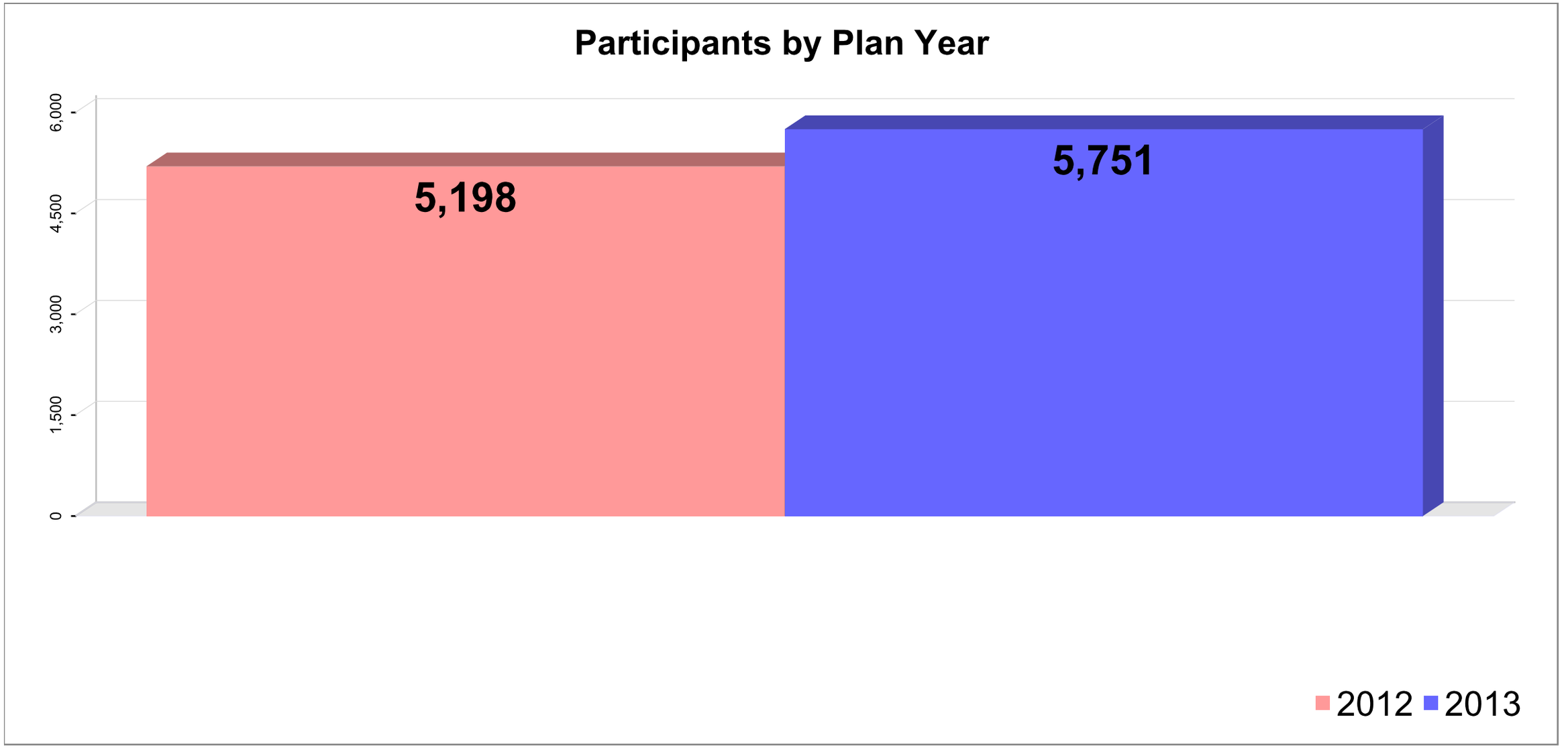
2013 Hours

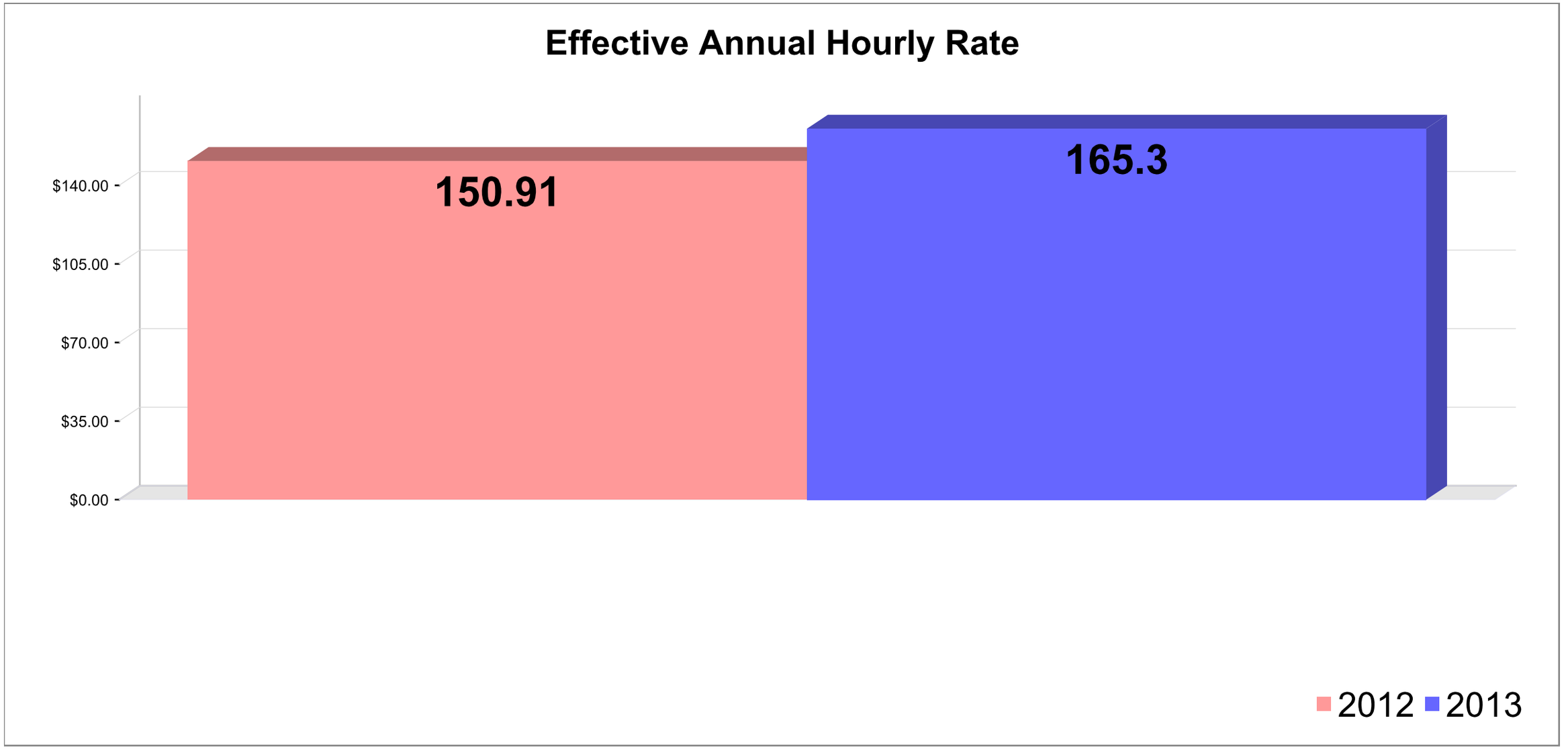
Percent Total by Area of Law

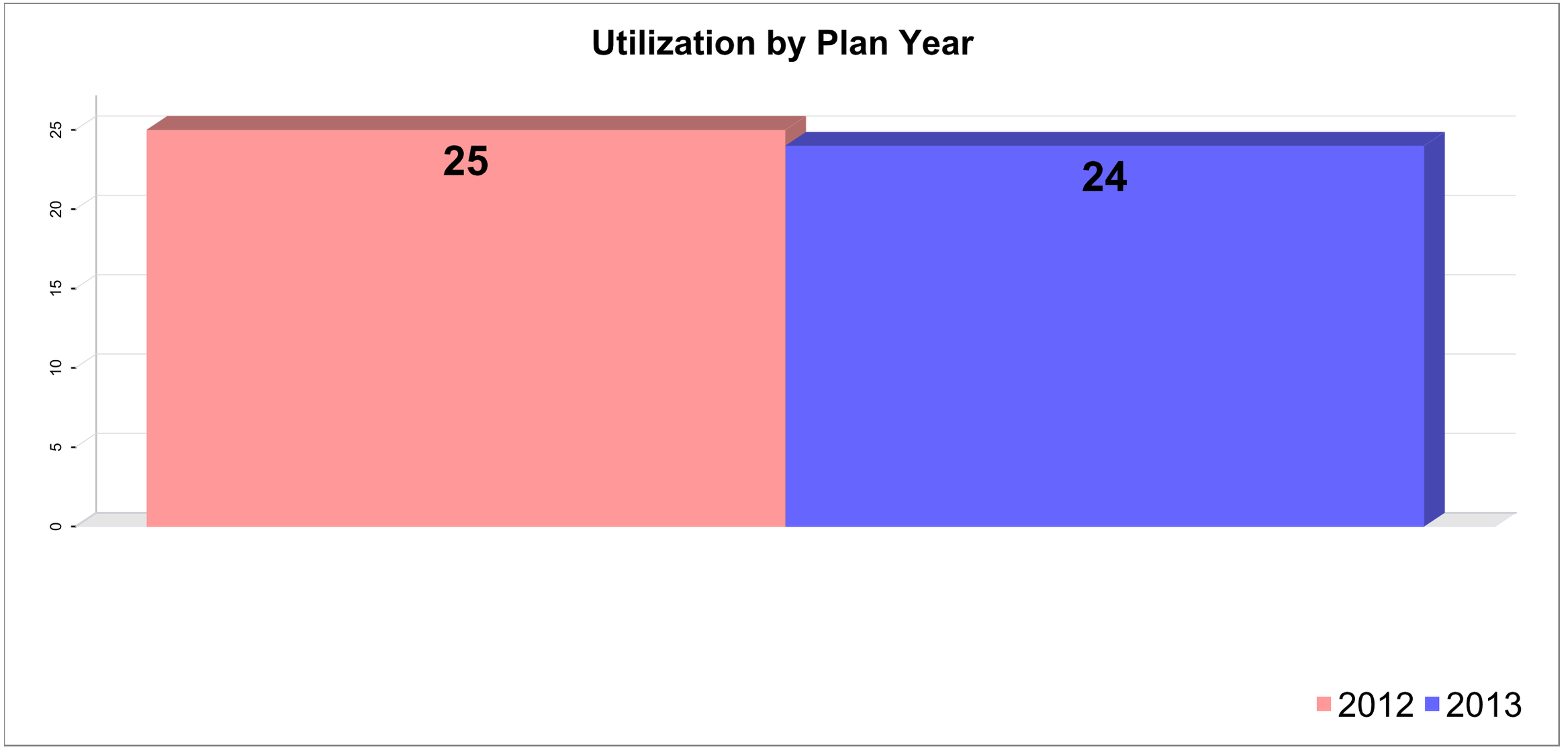



Total Cases by Plan Year
1,303
1,402
0
250
500
750
1,000
1,250
2012
2013


Annual Hours by Plan Year
10,000
7,500
5,000
2,500
0
10,356.98
10,939.98
2012
2013


Participants by Plan Year
6,000
4,500
3,000
1,500
0
5,198
5,751
2012
2013


Effective Annual Hourly Rate
$140.00
$105.00
$70.00
$35.00
$0.00
150.91
165.3
2012
2013


Utilization by Plan Year
25
24
0
5
10
15
20
25
2012
2013

Time Keeping Policies and Purposes

Attorneys and other staff working at our firm record their time. This is done for multiple purposes: to ensure that clients obtain quality service, to enable firm management to track productivity and work effort, to facilitate pricing and contract proposals, and to provide data so that we can furnish the funds who hire us with reports such as these.

We record attorney time for any task at a minimum of .25 hours. For tasks that exceed .25 hours any time under eight minutes past the quarter hour mark is rounded down, and any time over eight minutes past the quarter hour mark is rounded up to the next .25 interval. Except as otherwise agreed, we do not use time records for billing funds or clients.

Firm management reviews attorney work product, investigates questions about service from the clients or their representatives, prepares trustee reports, and attends trustee meetings and other events at the request of the trustees, the union or the employer. Such management time may be recorded to the individual matter to which it pertains or may be allocated to the fund account and distributed on a pro rata basis by subject matter. For simplicity of reporting, all time is reported as attorney time. Legal assistant time is reduced by 50% and then recorded as attorney time.

We periodically review and revise our time keeping and recording practices and make adjustments as necessary to achieve consistency with the standards and practices reflected above. We are available to answer any questions that you may have regarding the above.