

THE LAW OFFICES OF
Regan Associates,
CHARTERED

January 18, 2019

Trustees

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

8400 Corporate Drive, Suite - 430
Landover, MD 20785

Greetings:

Attached is the 2018 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, 1149 households opened 1659 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 2018 Plan year, our firm opened 1659 cases with the number of eligible
participants for the same period averaging 5624. This reflects member utilization of 29%.
During this same period, our firm provided 15,196.47¹ attorney hours and Fund
contributions totaled \$2,128,363.40. 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 \$140.05

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. Metropolitan
area of \$450.00² per hour for attorney time, the cost would have been \$6,838,411.50
instead of \$2,128,363.40. This difference represents **a savings to the Plan and its
participants of \$4,710,048.10**

¹ Legal assistant hours are valued at 50 percent of attorney hours.

² The \$450.00 rate represents the average blended attorney rate for District of Columbia, Maryland and
Virginia according to the United States Consumer Law Survey Report 2015-2016 Attorney Fee Survey
Report (pages 52, 82, 150), Ronald L. Burdge, Esq.

Reply to:

Old City Hall
45 School Street
Third Floor
Boston, Massachusetts 02108
tel (617) 367.1100, fax (617) 367.4940

The Carpenters Building
1003 K Street, NW
Third Floor
Washington, D.C. 20001
tel (202) 393.6000, fax (202) 393.4706

UNITE HERE Local 25 and Hotel Association of Washington, D.C. Group Legal
Services Fund
Page 2

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, 2018 - December 31, 2018

TYPE OF CASE	TOTAL PLAN CASES	PERCENT OF TOTAL
Immigration	367	22.1 %
Family Law	299	18.0 %
Consumer	289	17.4 %
Traffic	122	7.4 %
Negligence	100	6.0 %
Criminal	98	5.9 %
Landlord/Tenant	96	5.8 %
Wills	71	4.3 %
Real Estate	61	3.7 %
General Consultation	59	3.6 %
Bankruptcy	52	3.1 %
Administrative Law	23	1.4 %
Probate	19	1.1 %
Juvenile	3	0.2 %
Total	1659	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, 2018 - December 31, 2018

TYPE OF CASE	TOTAL HOURS	PERCENT OF TOTAL
Family Law	4968.34	33.18 %
Immigration	3208.48	21.43 %
Consumer	1741.39	11.63 %
Criminal	1282.54	8.57 %
Traffic	790.35	5.28 %
Landlord/Tenant	654.39	4.37 %
Bankruptcy	646.97	4.32 %
Negligence	632.01	4.22 %
Real Estate	495.53	3.31 %
Wills	245.12	1.64 %
Probate	98.53	0.66 %
General Consultation	51.08	0.34 %
Administrative Law	44.70	0.30 %
Juvenile	15.67	0.10 %
Total	14,973.48	100%

Regan Associates, Chartered

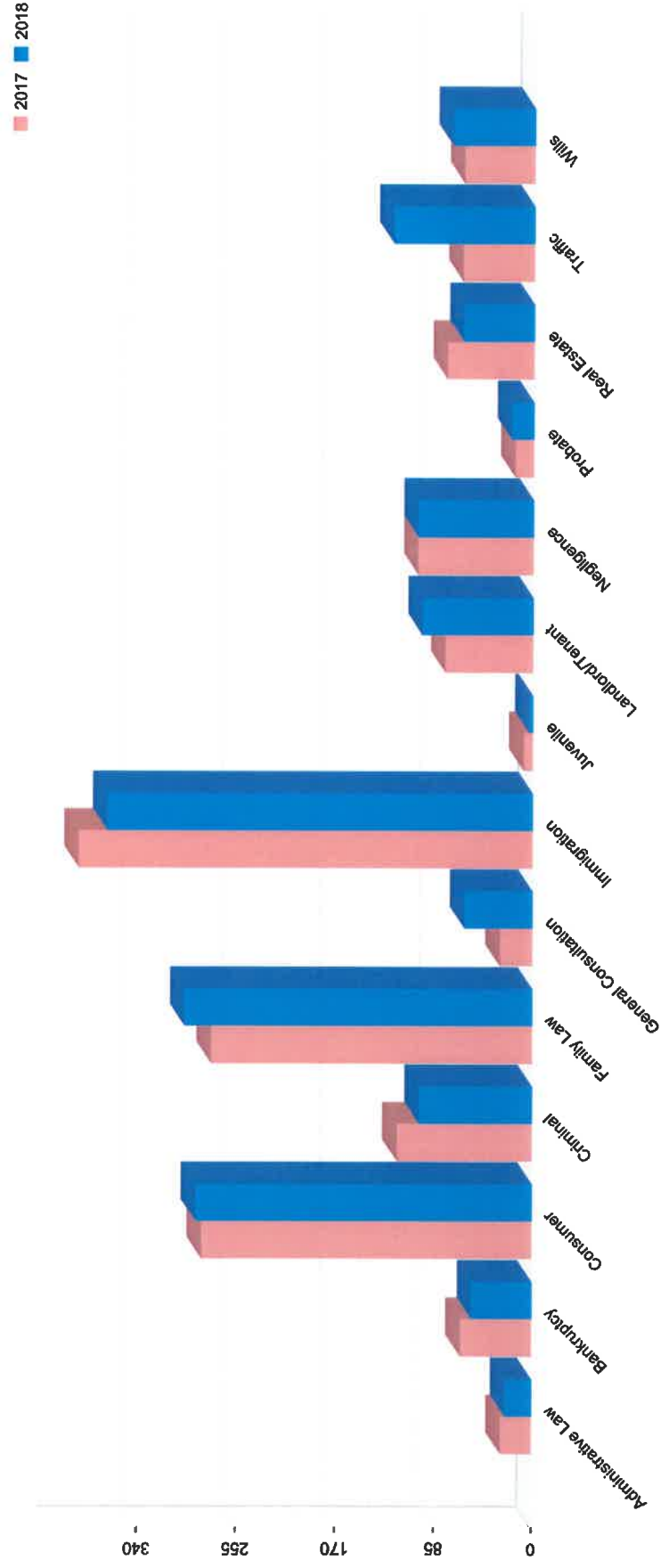
UNITE HERE Local 25 and Hotel Association of
Washington, D.C.
Group Legal Services Fund

LEGAL ASSISTANT HOURS BY AREA OF LAW

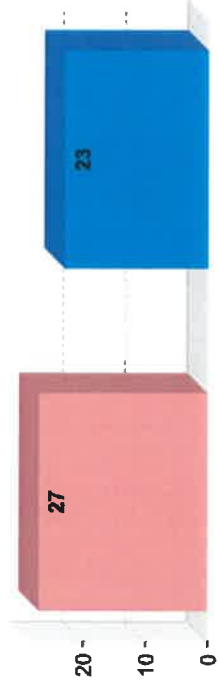
January 01, 2018 - December 31, 2018

TYPE OF CASE	TOTAL HOURS	PERCENT OF TOTAL
Immigration	99.74	22.4 %
Family Law	91.2	20.4 %
Consumer	72.3	16.2 %
Traffic	32.41	7.3 %
Negligence	26.45	5.9 %
Landlord/Tenant	25.45	5.7 %
Criminal	24.91	5.6 %
Wills	16.96	3.8 %
General Consultation	16.85	3.8 %
Real Estate	16.0	3.6 %
Bankruptcy	13.0	2.9 %
Administrative Law	5.6	1.3 %
Probate	4.35	1.0 %
Juvenile	0.75	0.2 %
Total	445.97	100%

Cases by Area of Law 2018

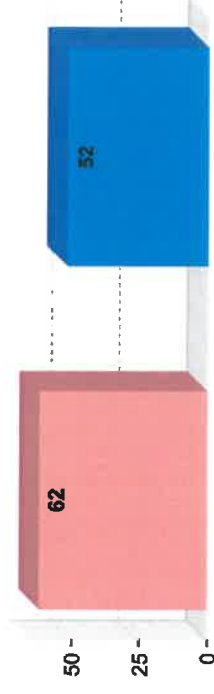


Administrative Law



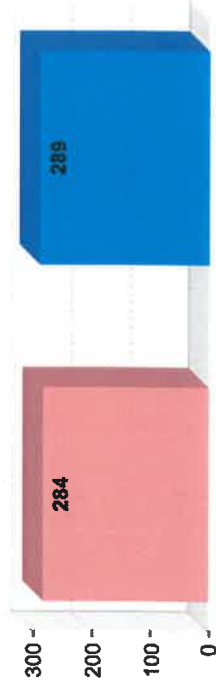
■ 2017 (27) ■ 2018 (23)

Bankruptcy



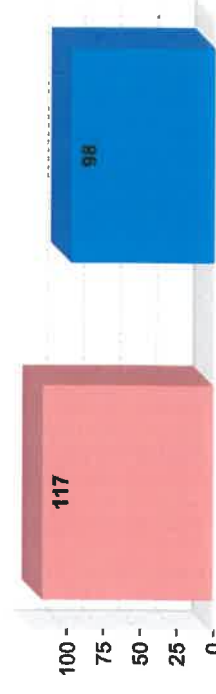
■ 2017 (62) ■ 2018 (52)

Consumer



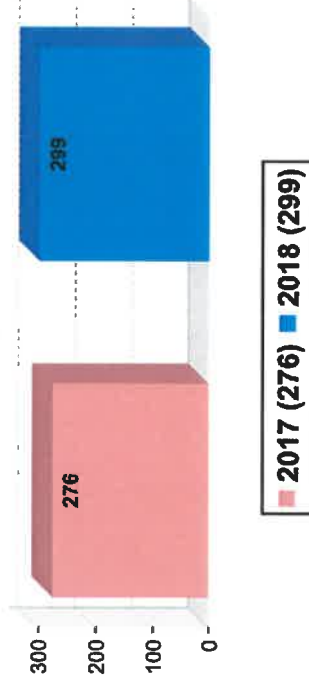
■ 2017 (284) ■ 2018 (289)

Criminal

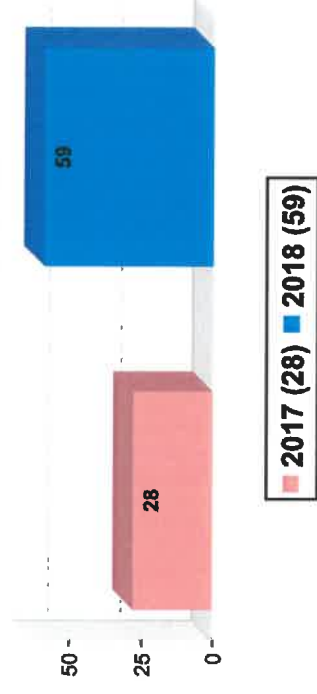


■ 2017 (117) ■ 2018 (98)

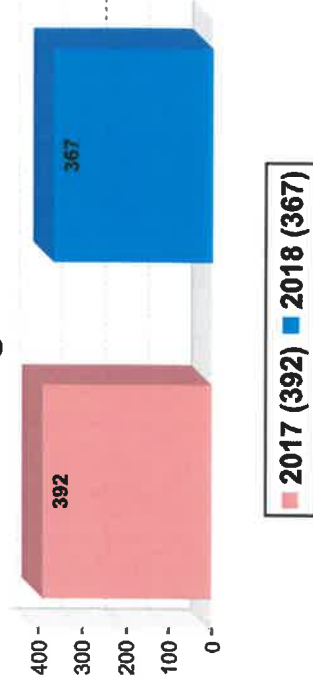
Family Law



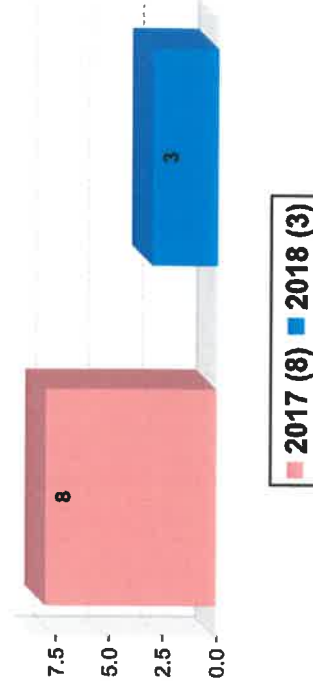
General Consultation



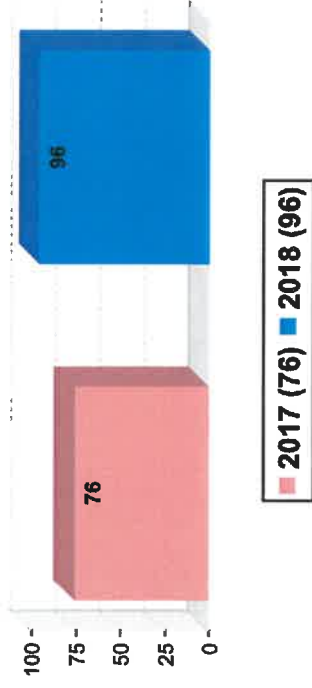
Immigration



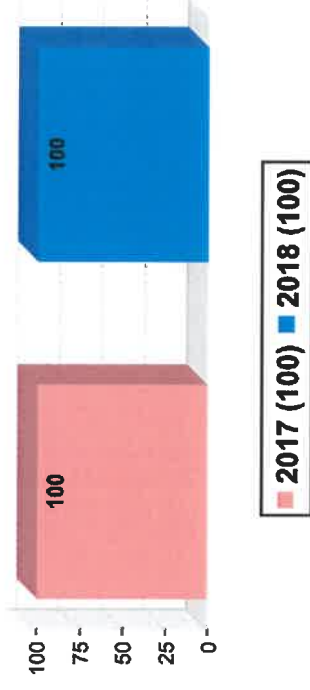
Juvenile



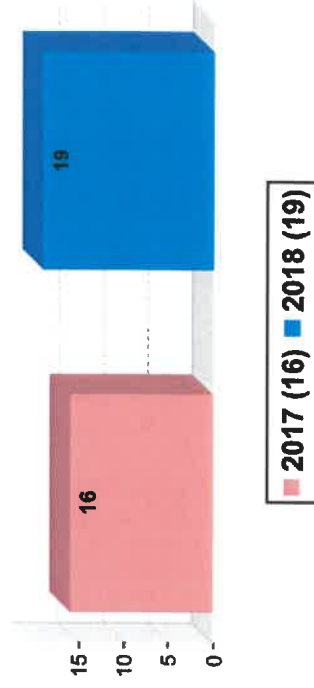
Landlord/Tenant



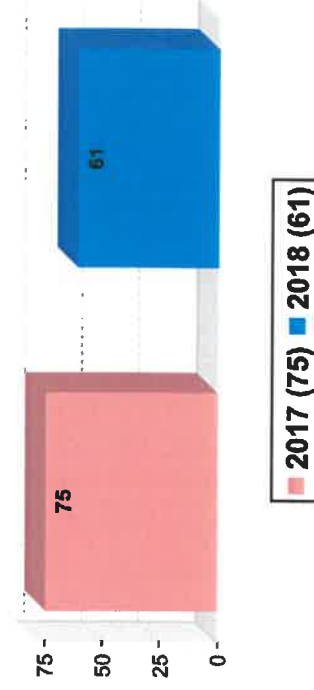
Negligence



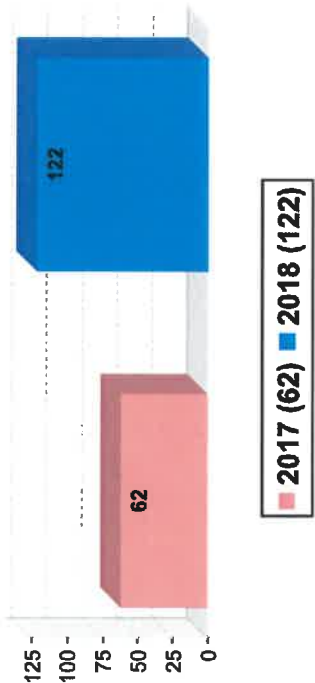
Probate



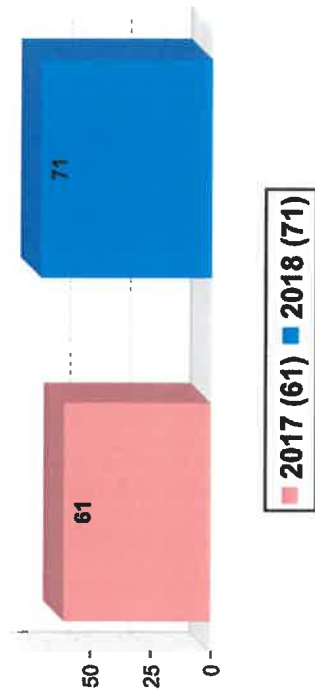
Real Estate



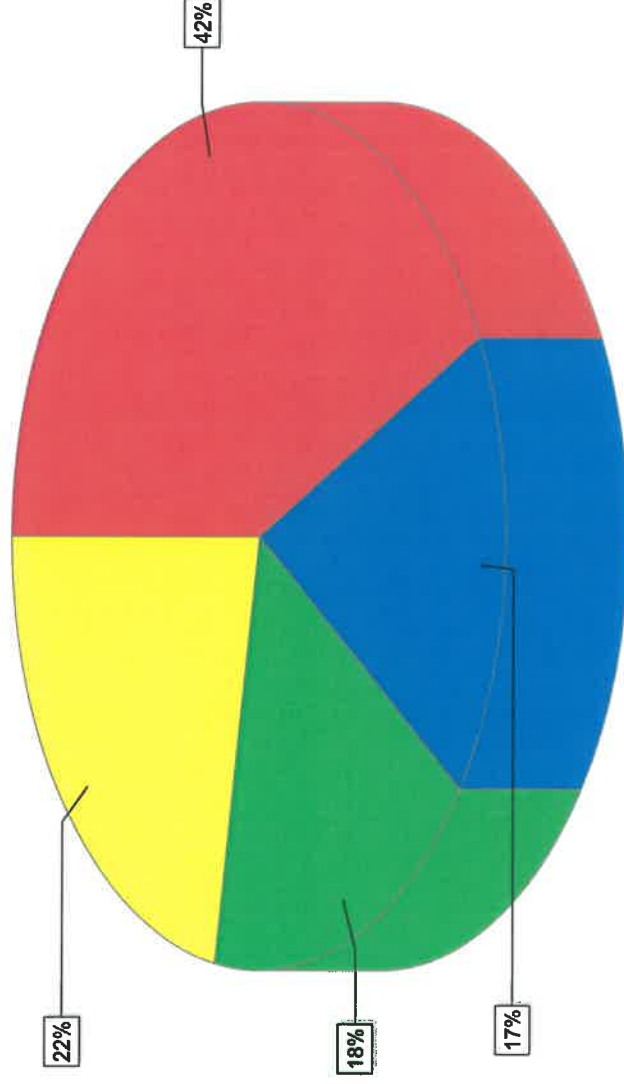
Traffic



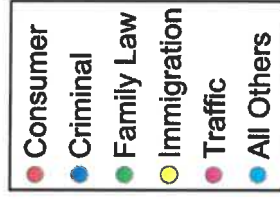
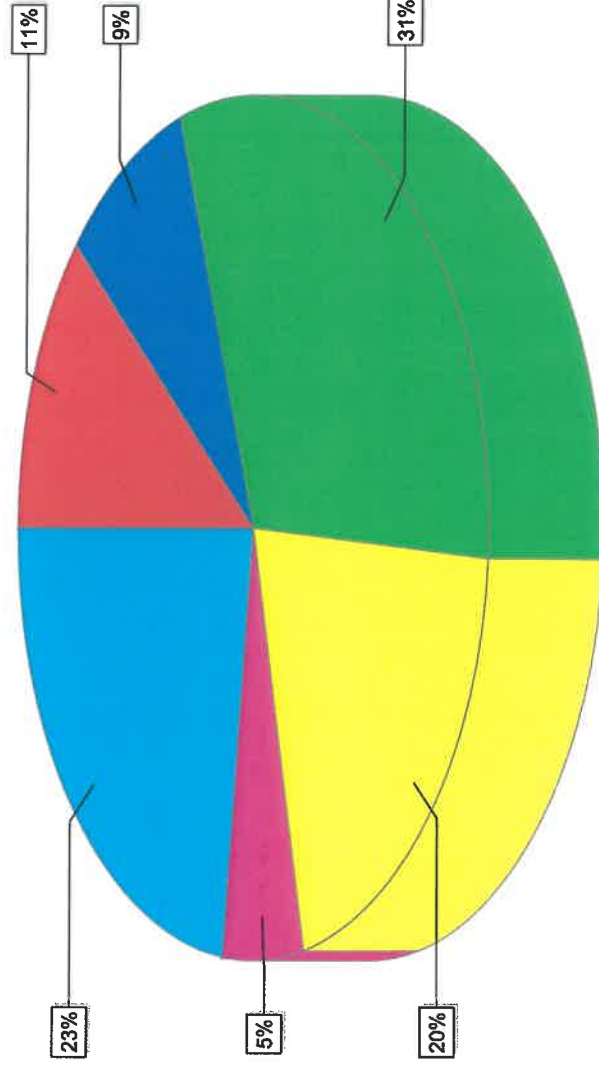
Wills



L25 UNITE 2018 Cases
Percent Total by Area of Law



**L25 UNITE 2018 Hours
Percent Total by Area of Law**



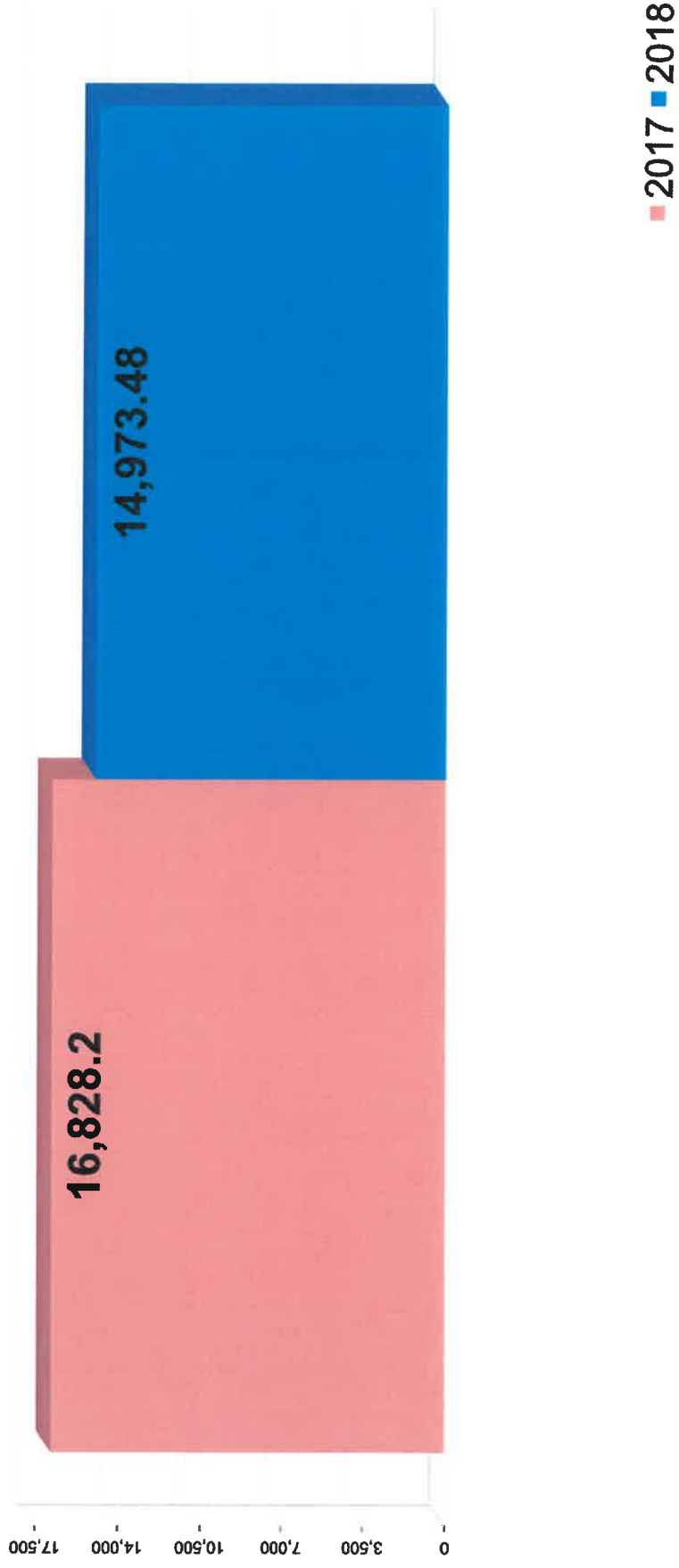
Total Cases by Plan Year



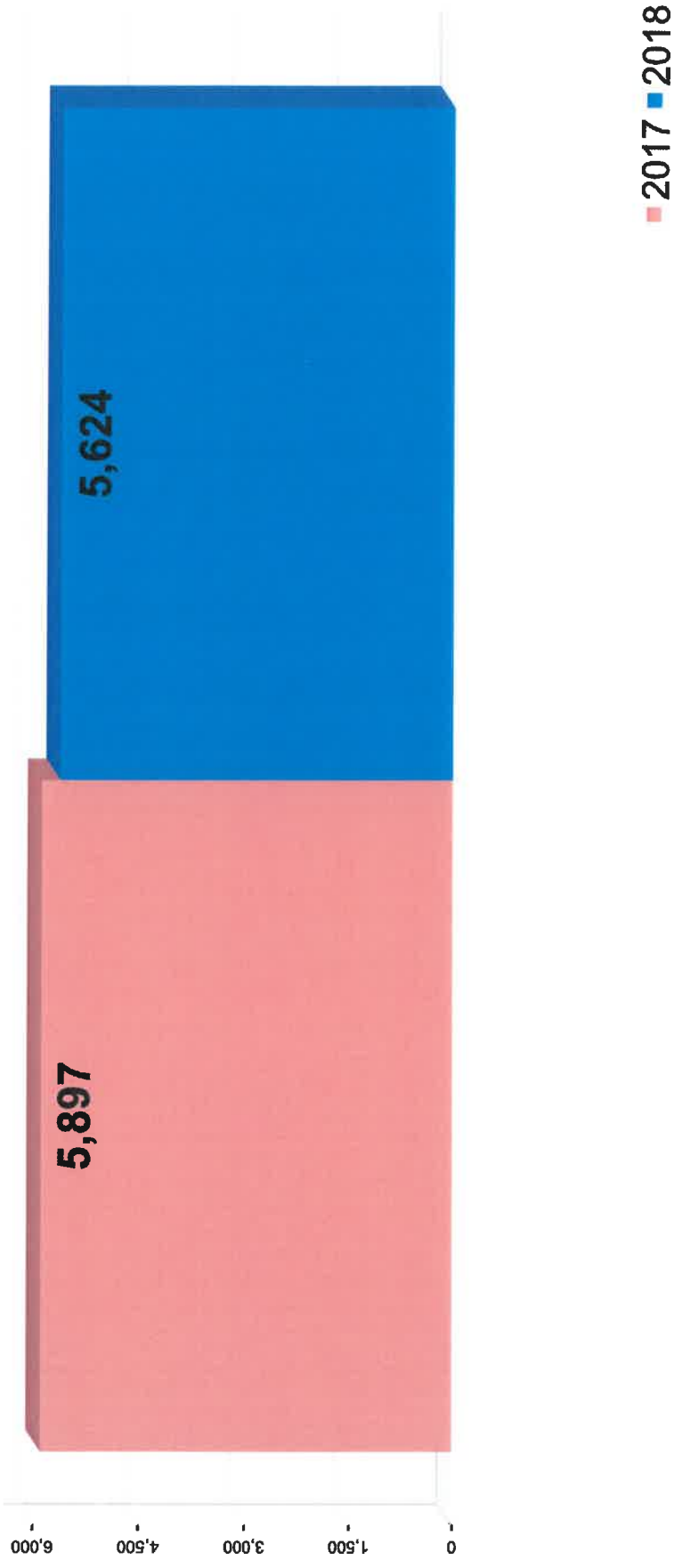
Effective Hourly Rate



Annual Hours by Plan Year



Participants by Plan Year



Percent Utilization by Plan Year by Cases



Percent Utilization by Plan Year by Household



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.