

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

January 1, 2019 – December 31, 2019

THE LAW OFFICES OF
Regan Associates,
CHARTERED

January 15, 2020

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 2019 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, 1162 households opened 1489 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 2019 Plan year, our firm opened 1489 cases with the number of eligible participants for the same period averaging 5797. This reflects member utilization of 26%. During this same period, our firm provided 14,235.08¹ attorney hours and Fund contributions totaled \$2,166,771.11. 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 \$152.21

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 \$6,405,786.00 instead of \$2,166,771.11. This difference represents **a savings to the Plan and its participants of \$4,239,014.89**

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.

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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, 2019 - December 31, 2019

TYPE OF CASE	TOTAL PLAN CASES	PERCENT OF TOTAL
Immigration	369	24.8 %
Family Law	265	17.8 %
Consumer	265	17.8 %
Criminal	91	6.1 %
Negligence	79	5.3 %
Traffic	76	5.1 %
Wills	64	4.3 %
Landlord/Tenant	64	4.3 %
General Consultation	63	4.2 %
Real Estate	48	3.2 %
Bankruptcy	47	3.2 %
Administrative Law	41	2.8 %
Probate	16	1.1 %
Juvenile	1	0.1 %
Total	1489	100%

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ATTORNEY HOURS BY AREA OF LAW

January 01, 2019 - December 31, 2019

TYPE OF CASE	TOTAL HOURS	PERCENT OF TOTAL
Family Law	4660.47	31.32 %
Immigration	3020.25	20.29 %
Consumer	1562.68	10.50 %
Criminal	1436.85	9.65 %
Traffic	836.76	5.62 %
Bankruptcy	665.25	4.47 %
Negligence	544.72	3.66 %
Landlord/Tenant	465.56	3.13 %
Real Estate	274.74	1.85 %
Wills	273.90	1.84 %
Administrative Law	90.62	0.61 %
Probate	84.75	0.57 %
General Consultation	78.66	0.53 %
Juvenile	2.38	0.02 %
Total	14,047.24	100%

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LEGAL ASSISTANT HOURS BY AREA OF LAW

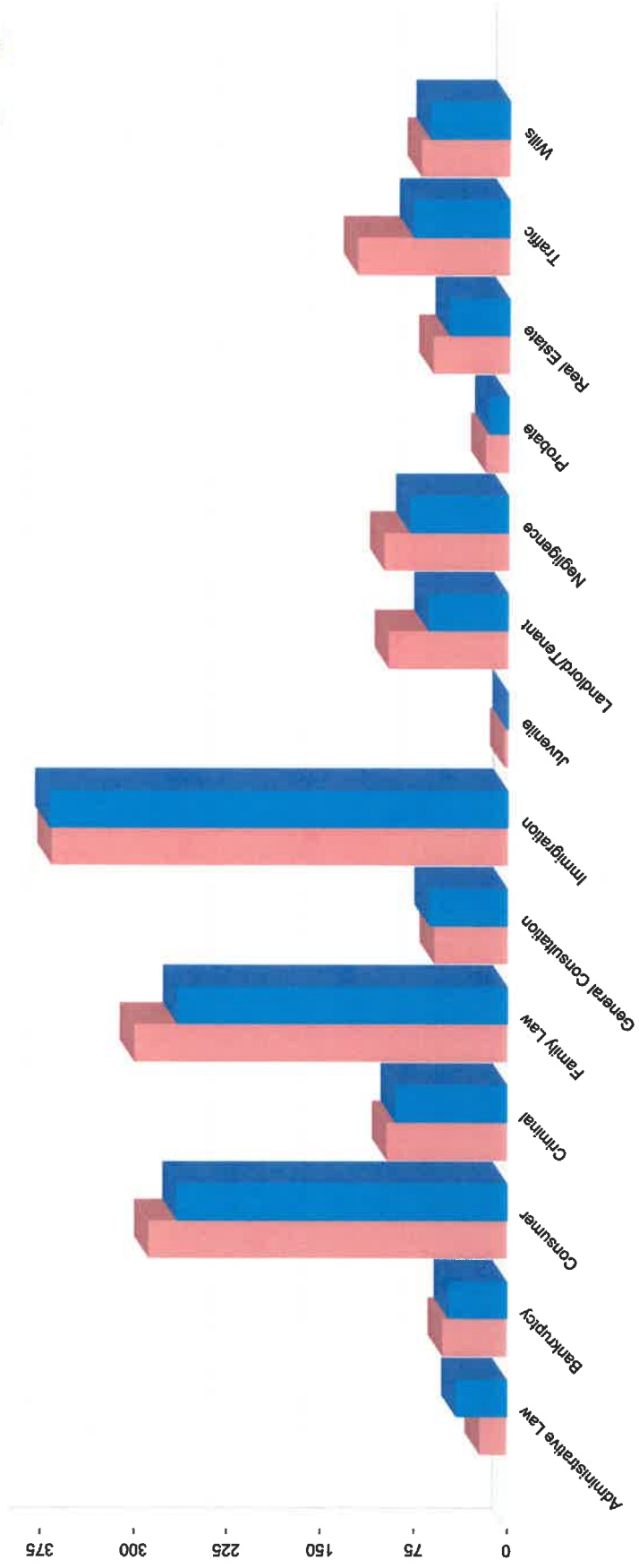
January 01, 2019 - December 31, 2019

TYPE OF CASE	TOTAL HOURS	PERCENT OF TOTAL
Immigration	92.26	24.6 %
Family Law	71.86	19.1 %
Consumer	65.5	17.4 %
Criminal	22.78	6.1 %
Negligence	19.75	5.3 %
Traffic	19.25	5.1 %
General Consultation	15.51	4.1 %
Wills	15.5	4.1 %
Landlord/Tenant	15.28	4.1 %
Real Estate	11.75	3.1 %
Bankruptcy	11.75	3.1 %
Administrative Law	10.25	2.7 %
Probate	4.0	1.1 %
Juvenile	0.25	0.1 %
Total	375.69	100%

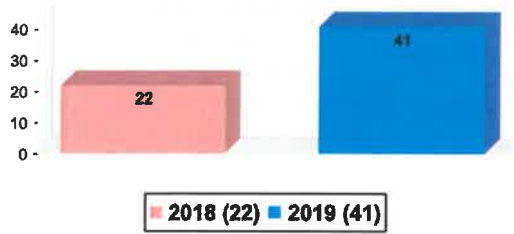
Cases by Area of Law

2019

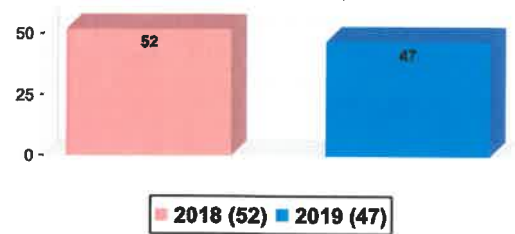
2018 2019



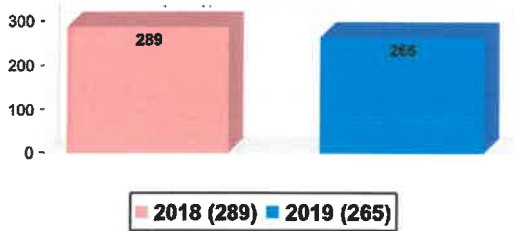
Administrative Law



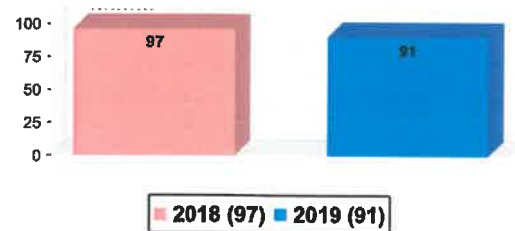
Bankruptcy



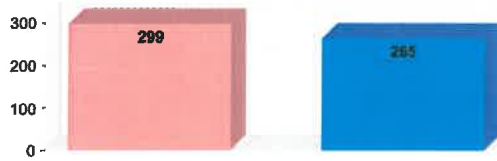
Consumer



Criminal

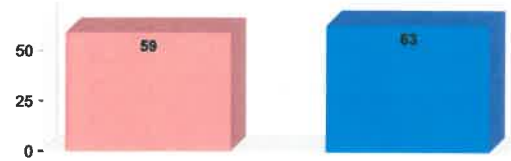


Family Law



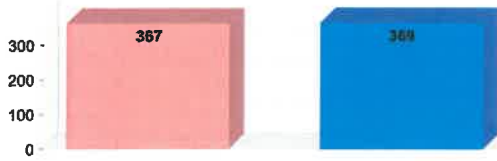
2018 (299) 2019 (265)

General Consultation



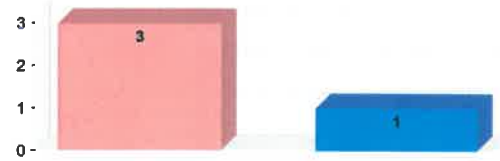
2018 (59) 2019 (63)

Immigration

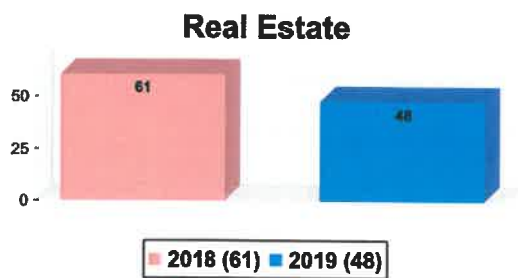
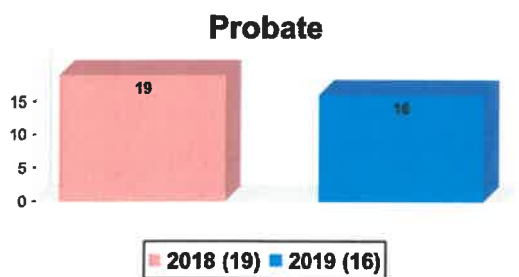
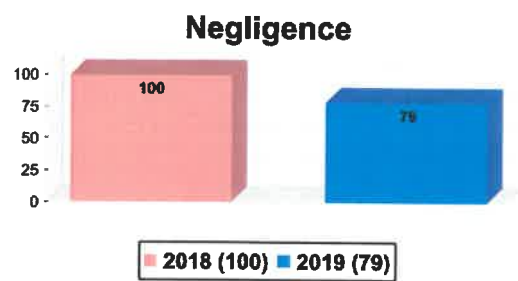
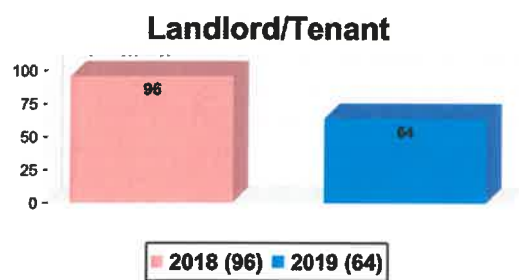


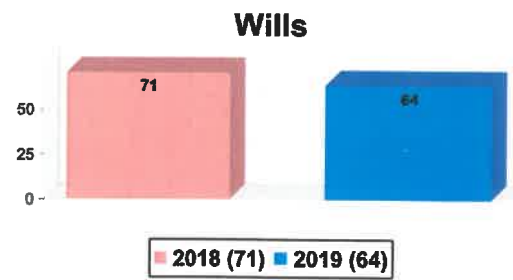
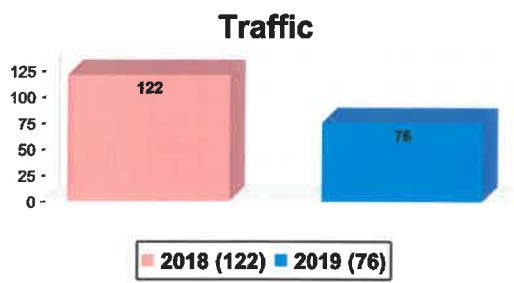
2018 (367) 2019 (369)

Juvenile

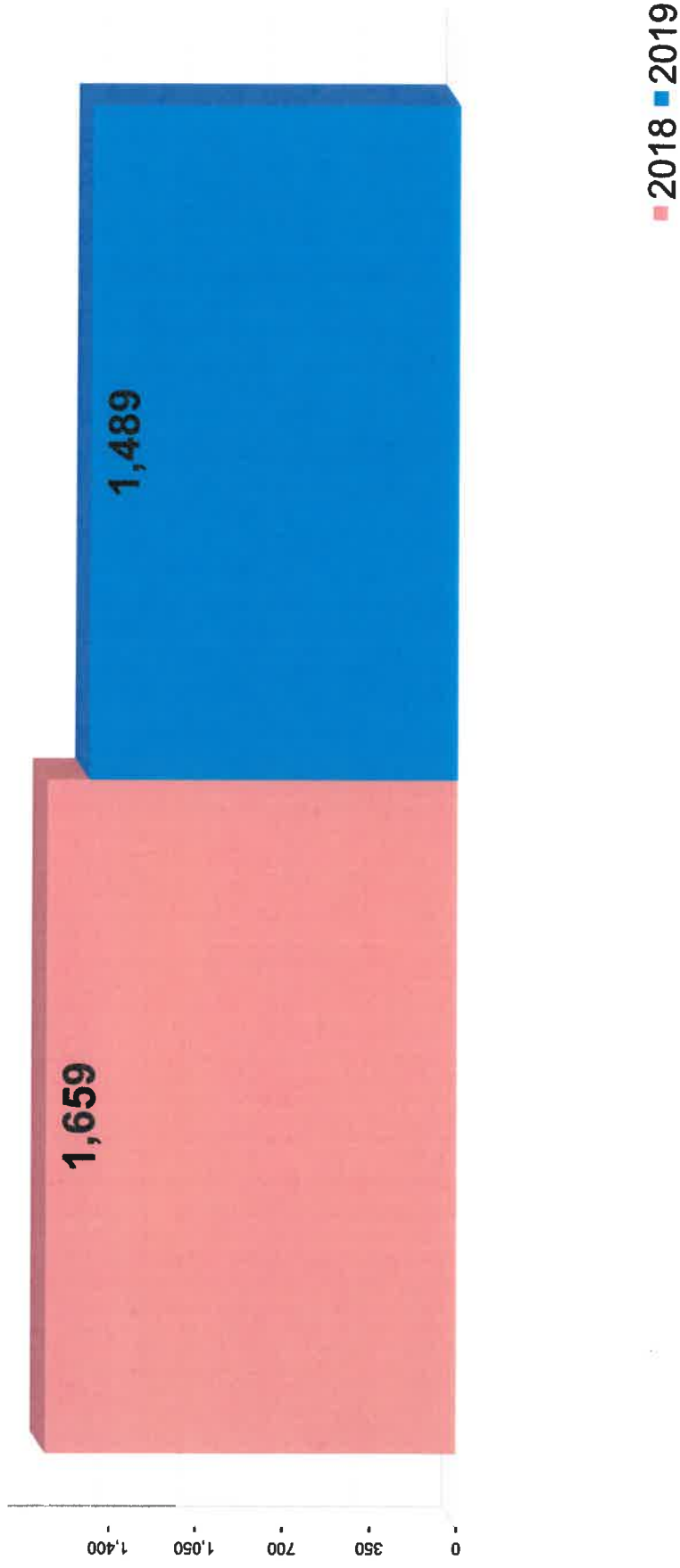


2018 (3) 2019 (1)

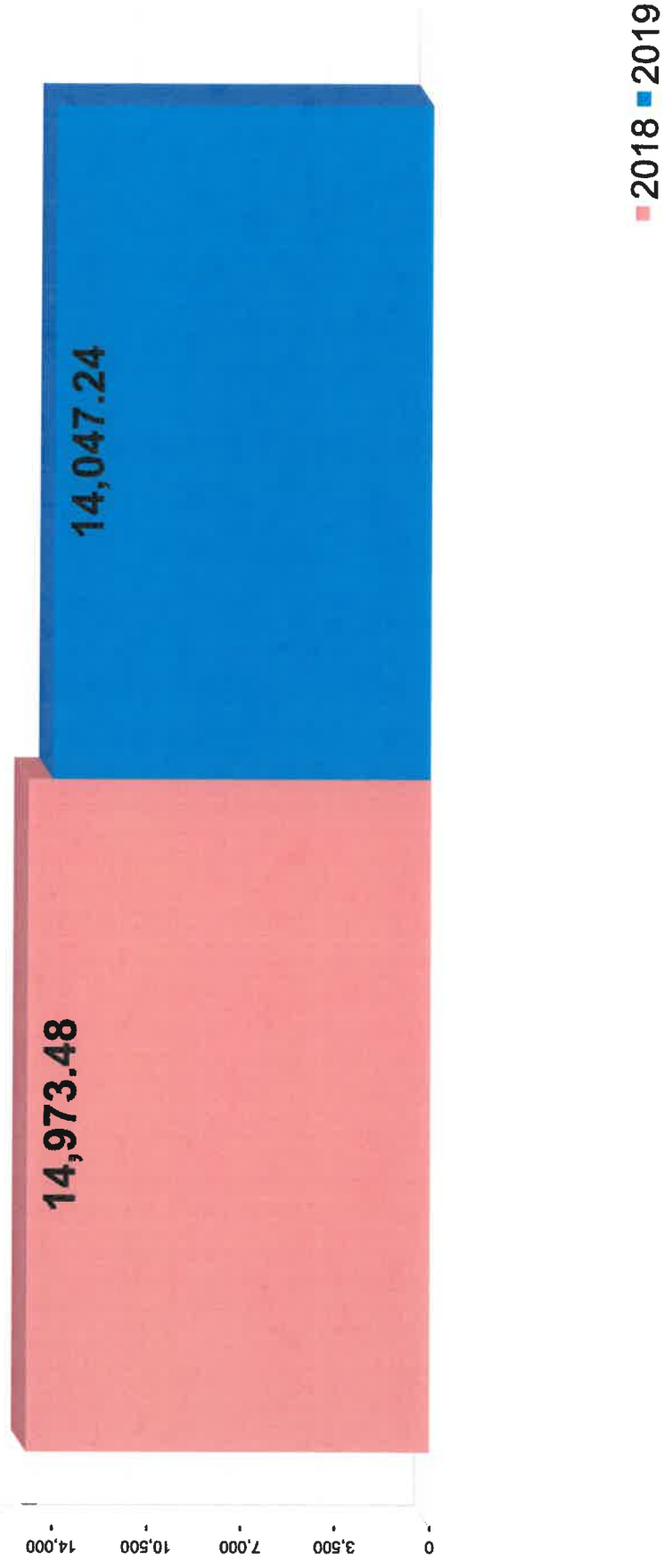




Total Cases by Plan Year



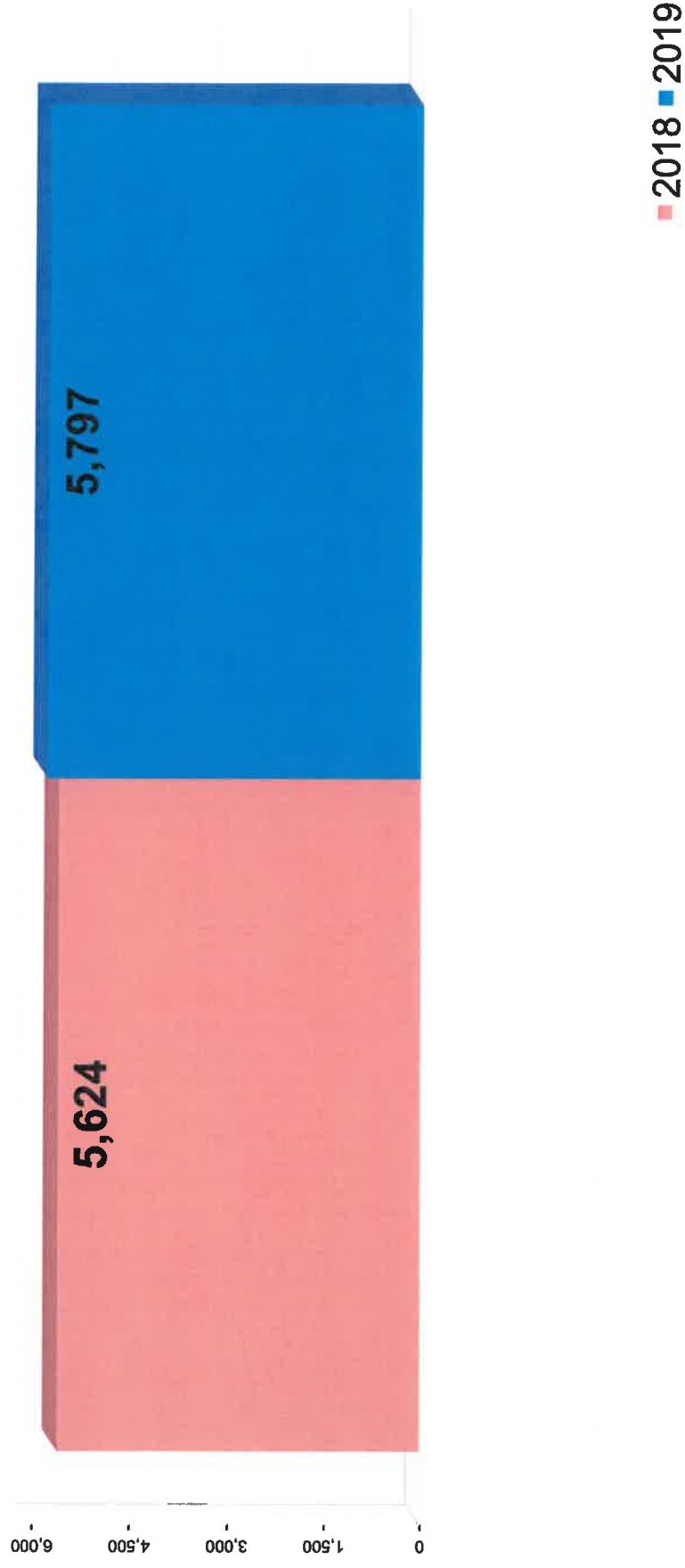
Annual Hours by Plan Year



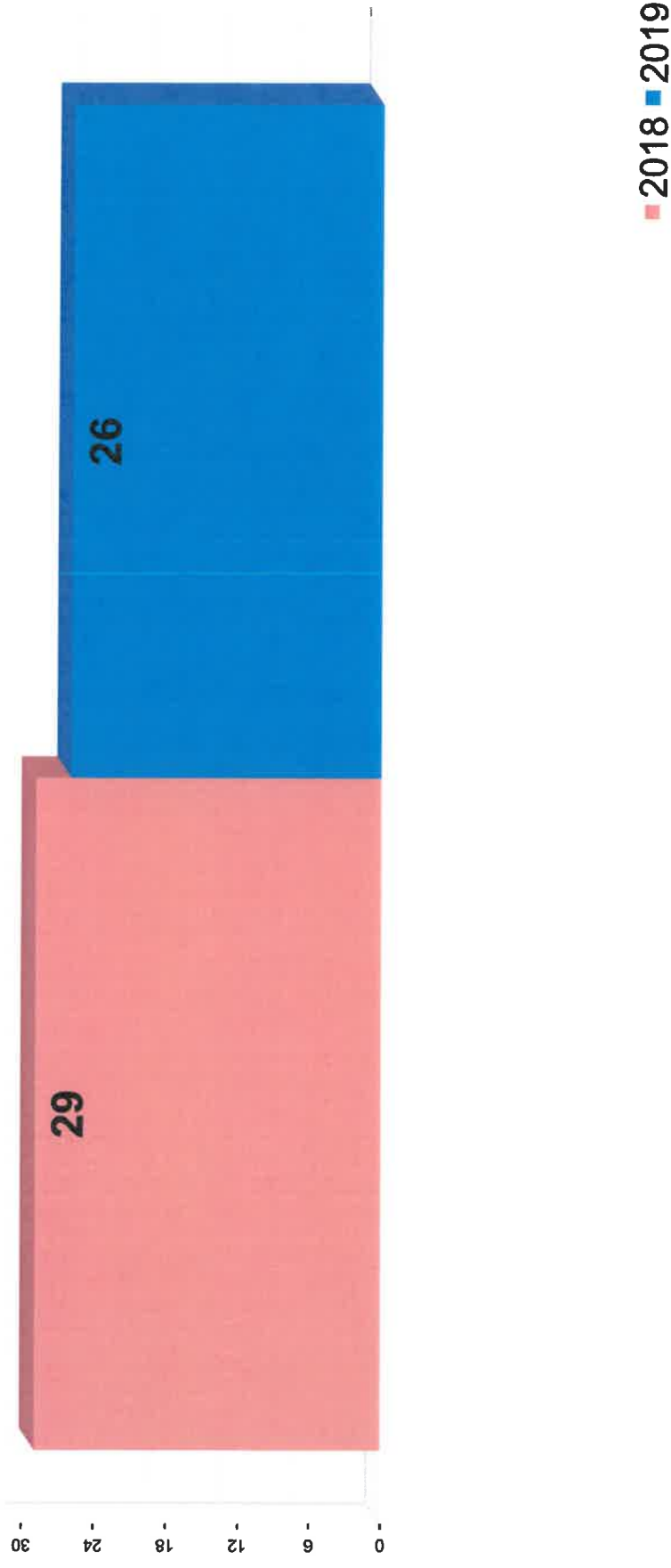
Effective Hourly Rate



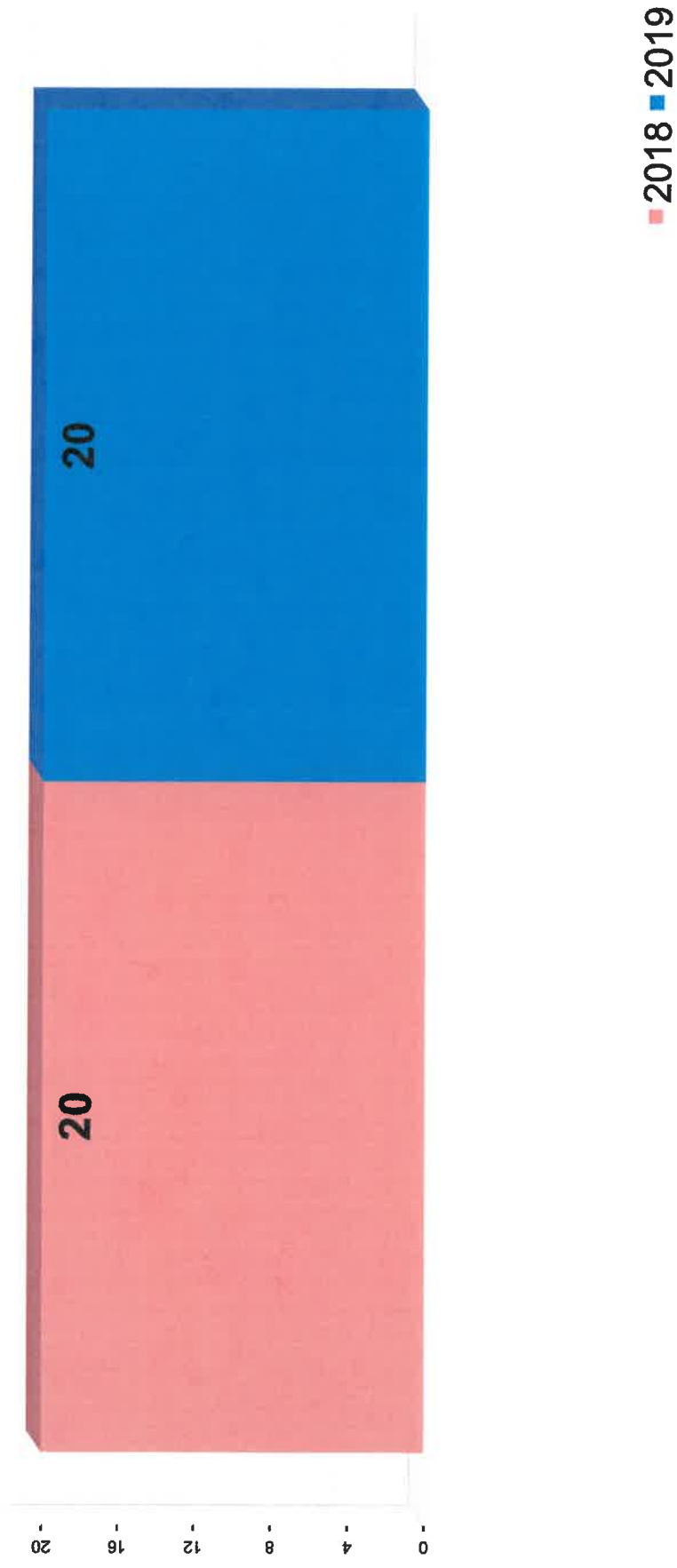
Eligible Participants by Plan Year



Plan Year Percent Utilization by Cases



Plan Year Percent Utilization 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.