



CREDIT CARD POLICES OF RUSHFORTH FIRM LTD.

Using Credit Cards to Pay Legal Fees and Costs

TYPES OF PAYMENTS

Generally. Credit cards are accepted for both retainer payments and amount-due payments. You will not be charged for credit-card processing charges as long as your payments are made on time.

Retainer Payment (Trust Account). A retainer payment is a payment to our trust account that is held on deposit to be applied to legal fees and costs later, after they are earned. Unless expressly stated otherwise in a written fee agreement, the funds belong to you until they are earned.

Amount-Due Payment (General Account). An amount-due payment is a payment to our general account for amounts that are currently due reduced by any amount on deposit for you in our trust account.

Combined Payment (Trust Account). A combined payment is a payment that includes both a retainer payment and an amount-due payment. These payments should be sent to our trust account. After the payment is received, will transfer the amount due to our general account and credit it against the amount due.

CREDIT-CARD PAYMENTS

Online. Retainer payments, amount-due payments, and combined payments can be made online using PayPal at <https://paypal.me/Rushforth/>. We will transfer the amount due to our general account and apply a credit to your account. The balance will remain in our trust account as a retainer.

At the Office; Over the Phone. If you prefer not to pay online, we can process credit-card payments over the phone. We can also accept credit-card payments at the office, but you must call to make arrangements first. There are times when there is no one at the office who can process a credit-card payment. For your security, we never retain credit-card information. If you provide such information, it will be destroyed as soon as the payment has been processed. It will need to be provided again if you wish to make subsequent payments.

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