

1111 Mountain Ridge Way, South Platte River, CO 77867 • Tel. 813-928-0309 • www.lanelaw.com

Delivery

Agency:
Texas A&M University System
Office of General Counsel – OCC
occ@tamus.edu

Date: November 4, 2019

STATEMENT OF SERVICES AND EXPENSES

Invoice No. 789351
Contract No. OCC2019-710-1017
Matter: Leaper TAC-0213
Billing Period Month/Year: October 2019

DATE	DESCRIPTION	INIT	HOURS	AMOUNT
10/07/2019	Reviewed TAC report, photos and damage appraisal.	AL	0.50	\$200.00
10/09/2019	Prepared e-mail to R. Pennet at TAMU-K regarding TAC report and current issues.	AL	0.50	\$200.00
10/17/2019	Conference with R. Pennet regarding questions on claim handling and current issues.	AL	1.00	\$400.00
10/21/2019	Revise short form contract to reflect comments received from R. Pennet.	RC	0.50	\$75.00
TOTAL PROFESSIONAL SERVICES				\$875.00

SUMMARY OF PROFESSIONAL SERVICES

INIT	TIMEKEEPER & CLASSIFICATION	HOURS	RATE	TOTAL
AL	A. Lane, PARTNER	2.00	\$400.00	\$800.00
RC	R. Charters, PARALEGAL	0.50	\$150.00	\$75.00
TOTAL				\$875.00

EXPENSES

DATE	DESCRIPTION	TOTAL
10/03/2019	TAC Report, Photos and Damage Appraisal	\$1,600.00
• PROOF OF EXPENSE AND/OR PAYMENT IS REQUIRED AND MUST BE INCLUDED WITH INVOICE		
TOTAL		\$1,600.00

TOTAL DUE THIS INVOICE

PROFESSIONAL SERVICES	\$875.00
EXPENSES	\$1,600.00
TOTAL AMOUNT DUE	\$2,475.00

INVOICE HISTORY FOR OCC2019-710-1007

TOTAL AMOUNT OF INVOICES SUBMITTED TO DATE [INCLUDING THIS INVOICE] FOR THE OUTSIDE COUNSEL CONTRACT PERIOD 09/01/2019 – 08/31/2021 FOR OCC2019-710-1007\$11,751.00

REMITTANCE & CONTACT INFORMATION

MAILING ADDRESS:

AJC & A LANE LLP
Attn: Accounts Receivable
1111 Mountain Ridge Way
South Platte River, CO 77867

WIRE TRANSFER INSTRUCTIONS:

DAL Bank, N.A.
Houston, TX
Swift Code DALJAL09
ABA No. 09282000
Credit: AJC & A LANE LLP, Client Retainer Account
Reference: A. Lane
Matter: Leaper TAC-0213 IN: 789351

Tax ID No. 02-132017

For assistance pertaining to this invoice please contact the billing coordinator at 813-928-0309 or billing@lanelaw.com. *Thank you!*

Carter Reporting Services
INVOICE

Date: October 3, 2019

TO:

AJC & A LANE LLP
1111 Mountain Ridge Way
South Platte River, CO 77867

RE:

LEAPER TAC-0213 PROJECT

DESCRIPTION:

INVESTIGATION
PHOTOS
APPRAISAL OF DAMAGES
REPORT OF FINDINGS

FULL REPORT LEVEL I FLAT FEE..... TOTAL DUE \$1,600.00

PLEASE SUBMIT PAYMENT FOR SERVICES TO:

CARTER REPORTING SERVICES
123 FORWARD WAY
CARTER CITY, KY 22016
TEL. 309-916-4144



INVOICE SUBMISSION CHECK-LIST & ATTORNEY VERIFICATION FORM
THE TEXAS A&M UNIVERSITY SYSTEM

INVOICE REMINDER CHECK-LIST

A correct and complete invoice submission must include, at a minimum, the following information and be sent to occ@tamus.edu:

- This form, signed and dated by lead counsel;
- Outside Counsel Contract identification number (ex. OCC2019-710-1007) printed on the invoice;
- Invoice number and date;
- A copy of each receipt or other proof of payment, in chronological order, for any/all expenses listed on invoice;
- Description & date of the task/service provided, the billable time for each timekeeper, the name and position (*partner, associate, paralegal, etc.*) of the timekeeper that performed the service (*which must correspond to positions listed in your OCC*), with hourly rate and total amounts listed for each timekeeper; or if fee is based on a fixed fee basis or fee schedule, the number and type of projects or matters; and
- Invoices must ONLY contain services/expenses for a period of (1) calendar month, be prepared individually per matter/project, and submitted together monthly within one calendar month from the end of the relevant billing period covered by the invoice submission. Any/all invoices submitted from a previous billing period, will automatically be rejected and not approved for payment by the Office of the Attorney General.

WHERE TO LOCATE ALL OUTSIDE COUNSEL INVOICE REQUIREMENTS

Texas Administrative Code: Rule §57.16, Invoices for Legal Services and Expenses

Outside Counsel Contract: Section 5. Compensation/Expenses & Section 6. Invoices for Payment

OAG Letter to State Agencies, Universities, and Institutions of Higher Education

<https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/general-counsel/LetterToAgenciesOnOutsideCounselContracts.pdf>

REQUIRED ATTORNEY VERIFICATION

Outside Counsel must verify, in writing, upon the submittal of each Invoice, that the Invoice is correct and complete and that:

- (1) the legal services being billed for were performed and were reasonable and either necessary or advisable;
- (2) the legal services being billed for were within the term and scope of services of the OCC;
- (3) the legal billing rates are the same as those set in the Outside Counsel Contract;
- (4) any expense that requires the Agency's pre-approval was in fact pre-approved; and
- (5) the total amount of the Invoice, along with all prior payments made to Outside Counsel under the OCC, do not exceed the maximum liability amount set in the Outside Counsel Contract.

A. Lane

Lead Counsel Signature

November 5, 2019

Date