



**QDRO AND PENSION DIVISION ORDER FEE QUOTATION**

Fax or email this form to [cdfaasst@bellsouth.net](mailto:cdfaasst@bellsouth.net) to obtain a Retainer Agreement. The quotation is for services to review the substantive provisions of division of pension benefits negotiated by legal counsel, review the Pension Plan Order division procedures and the preparation of Order(s) to divide the plan benefits in accordance with the foregoing.

- A. Please attach a copy of the final or proposed order dividing the Pension or Pensions. If no order is available please list the following (or attach a captioned document):

Plaintiff: \_\_\_\_\_

Defendant: \_\_\_\_\_

Case No.: \_\_\_\_\_

Judicial District: \_\_\_\_\_

Parish: \_\_\_\_\_

- B. Please complete the following for each plan for which you would like a QDRO or Court Order prepared:

	<u>Name of Plan</u>	<u>Type of Plan<sup>1</sup></u>	<u>Type of Division<sup>2</sup></u>
1			
2			
3			
4			
5			
6			
7			
8			

- 1) Plans are Defined Benefit or Defined Contribution. Please forward a copy of any documentation that shows the Participant (Employee) and the benefit that the Participant has accrued.
- 2) Please explain the division you have negotiated for the plan attaching any Judgments. Division must be expressed as a dollar amount or a percentage of the benefit. If the division is described as "One half of community portion of the plan" the percentage will be assumed to be fifty percent (50%). If you require assistance with the negotiation or



# HOFFMAN

## DIVORCE STRATEGIES

calculation of the division of the Pension these Services are available at our published hourly rate.

C. Please explain how the fee is to be divided and paid (no work will begin until the entire fee is received):

(i) Fee to be divided as follows: \_\_\_\_\_

\_\_\_\_\_

(ii) Fee to be paid by: \_\_\_\_\_

\_\_\_\_\_

D. Quotation to be emailed or faxed to:

Attorney Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

E. Additional Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is the general policy of Andrew Hoffman to have draft Orders conditionally pre-approved by the Plan Administrator. Some Plans will not pre-approve an order. Some plans have long approval times (in some cases, up to six weeks). However, most plans can pre-approve an order in a timely manner. Conditional Preapproval does not constitute formal approval and qualification by the Plan.