



Local 1000 AFSCME, AFL-CIO

1-800-342-4146

Mary E. Sullivan, President



LEGAL SERVICES PLAN

Providing Legal Services for You and Your Family

MEMBERSHIP INFORMATION

CSEA LEGAL SERVICES PLAN

CSEA has established the Legal Services Plan to provide legal assistance and services to you and your family. There are two ways you and your family can participate. 1) In exchange for a membership fee, members receive free specified legal services and access to discounted attorney fees for other services. 2) With no membership fee, members can still call the CSEA toll free number to be referred to a Plan Attorney in their area to receive legal services at discounted rates as published in the Fixed Fee Schedule.

WHY WAS THE PLAN CREATED?

Peace of Mind!

One out of every two Americans will need legal advice during the next twelve months. Half of these people will attempt to deal with the matter on their own because they either do not know how to retain an attorney or are afraid of the costs associated with one.

CSEA has instituted this Plan to provide its members and their families with the knowledge and affordability to protect their legal rights.

HOW DOES THE PLAN WORK?

To become a member of the CSEA Legal Services Plan, choose **one** of the following legal plan options:

- | | | |
|--------------------|-----------------|--|
| 1. CSEA CHARTER: | \$100.00 | <i>(choose any 2 of the legal services below)</i> |
| 2. CSEA SUPERIOR: | \$175.00 | <i>(choose any 3 of the legal services below)</i> |
| 3. CSEA EXTRA: | \$200.00 | <i>(receive any 4 of the legal services below)</i> |
| 4. CSEA ADVANTAGE: | \$260.00 | <i>(receive all 5 legal services below)</i> |

Complete the enrollment form if you choose one of the above 4 options.

**If you do not need any of the below listed services but wish to be referred to a Plan Attorney for a specific legal matter at the discounted rates in the Fixed Fee Schedule, call CSEA Headquarters at 1-800-342-4146 Monday - Friday 8:30 a.m. - 5 p.m. (listen for prompts for Personal Legal Matters)*

• **One Simple Will (or amendment to existing will)**

An attorney will prepare the necessary documents for a Plan Member or eligible dependent regarding the disposition of their estate after death. This service does not include a trust provision or specific bequeaths within the document.

• **One Power of Attorney**

This document allows a Plan member or eligible dependent to authorize a third party to handle all or part of the Plan Member's personal and/or business affairs.

• **One Health Care Proxy**

This document allows a Plan Member or eligible dependent to appoint a third party to make medical decisions on behalf of a Plan Member who is unable to do so.

• **One Legal Document Review**

An attorney will review a legal document involving a Plan Member or eligible dependent. The maximum length of such document is ten pages.

• **One Legal Consultation (up to 60 minutes)**

The Plan Member or eligible dependent is provided with an opportunity to consult with an attorney about a legal problem.

A Plan Member or eligible dependent may obtain legal advice on such matters as buying or selling a home, automobile, property, or equipment, any lease arrangement, or to learn about legal rights in a given situation. Consultations may be in person or on the telephone.

In addition to any option you choose, you become entitled to additional legal services at reduced rates according to the Fixed Fee Schedule.

IS IT WORTH JOINING?

Without the benefit of the Plan, these same services could cost you hundreds of dollars. Even if you use just **ONE** of the above legal services, the cost of the membership pays for itself!

WHAT IF I NEED LEGAL SERVICES OTHER THAN THOSE INCLUDED IN MY MEMBERSHIP?

CSEA has negotiated a Fixed Fee Schedule for its members. The Fixed Fee Schedule not only provides you with reduced rates for a full range of legal services, but it also provides you with prior knowledge of the cost of such services. Some of the services that may be able to be provided to you and your family at a reduced rate include:

- Traffic Tickets
- Buying/Selling a Home
- Property Disputes
- Matrimonial/Divorces
- Estate Administration and Will Probate
- Family Court Matters
- Bankruptcy
- Criminal Matters
- Landlord & Tenant Rights
- Adoptions and Related Matters

WHO IS ELIGIBLE?

The following persons are eligible to participate in the CSEA Legal Services Plan:

1. A member of CSEA;
2. A retiree member of CSEA;
3. A dependent of a current or retiree CSEA member.

CSEA members must be in good standing, having met all financial obligations to CSEA. “**Eligible Dependent**” is defined as follows:

1. A spouse, if not legally separated;
2. A child (under 18 years of age) of an eligible member;
3. A widow or widower of an eligible member.

MISCELLANEOUS PROVISIONS

Services provided by this Plan are subject to change upon written notification to the participating Plan Members. The Fixed Fee Schedule is subject to change at the end of each fee schedule year.

In the event an issue arises as to the legal services required or whether representation falls within the categories provided under the Plan, such issue will be resolved by the Plan Administrator.

No CSEA member or eligible dependent is required or obligated to consult with or be represented by an attorney provided by the Plan, and remains free to consult with or be represented by any other attorney at the individual’s own expense without the benefit of the CSEA Fixed Fee Schedule.

WHO ARE THE ATTORNEYS?

Legal services are provided by the CSEA Regional Attorney network, supplemented with additional attorneys committed to the CSEA Plan to give us the best coverage throughout the state. All communications between you and your attorney are 100% CONFIDENTIAL.

Plan Attorneys providing legal services under the Legal Plan’s Options (1-4) are compensated by CSEA/Local 1000 AFSCME from Plan membership fees. Compensation for all other services is in accordance with the Fixed Fee Schedule and is provided directly by the Plan Member. Attorneys’ services will be provided in accordance with the professional and ethical standards expected of lawyers. In providing such legal services, Plan attorneys shall adhere to the rules of the Plan, but shall receive no further instructions, directions, or interference from CSEA or its officers or agents. Attorneys shall maintain the confidentiality of the attorney-client relationship in accordance with applicable canons of ethics.

HOW DO I JOIN?

Participation in one of the CSEA Legal Services Plan options will be activated by completion, submission and verification of the attached Plan enrollment form, along with at least one half of the selected membership fee. The balance of the membership fee will be due ninety (90) days from the application submission. Eligibility for services commences 7 days after enrollment in the Plan. CSEA will notify you within 7 days after your enrollment form is received as to who the Plan attorney is for your county. Plan members, including eligible dependents, have a full year from date of enrollment to use the free services provided under the Legal Plan options.

APPEAL PROCEDURE

In the unlikely event that a Plan Member is dissatisfied with legal services provided by a Plan Attorney, the Plan Member may obtain resolution of the dispute through arbitration in accordance with the rules of the American Arbitration Association. The cost of arbitration is to be shared equally between the dissatisfied Plan Member and the Plan Attorney.

If you have any questions about the CSEA Legal Services Plan, please contact CSEA Headquarters during normal business hours, Monday - Friday, 8:30 a.m. to 5 p.m. at 1-800-342-4146.

CSEA LEGAL SERVICES PLAN ENROLLMENT FORM

Date:	10-digit CSEA Id Number: _____	Enrollment Date: <i>(CSEA use only)</i>
Member Name:		Dependent:
Street Address:		Street Address:
City	State	Zip
City	State	Zip
Phone Number:		
Relationship to Member: _____ self _____ spouse _____ dependent		
CSEA LEGAL SERVICES PLAN OPTIONS: <i>(Please circle one)</i> Plan Option: 1. CHARTER 2. SUPERIOR 3. EXTRA 4. ADVANTAGE <i>Note: Membership is effective 7 days after enrollment.</i>		CHARGES TOTAL: \$ _____

Return this form with direct payment to:

**CSEA Legal Services Plan
143 Washington Avenue
Albany, NY 12210**