

# San Francisco Culinary, Bartenders & Service Employee Legal Services Plan

Administrative Service Provider:

## EXEMPLAR Legal & Benefit Administrative Services, LLC

Professional Administrative Services for Union Trustee Administered Benefit Plans

Treat Towers, 1255 Treat Boulevard, Suite 300, Walnut Creek, CA 94597

Admin Office: (925) 680-8890 ■ Fax: (877) 761-4316 ■ Attorney Referral: (800) 604-0999

Eligibility: [www.exemplarlegal.com](http://www.exemplarlegal.com) ■ Claims: [staff@exemplarlegal.com](mailto:staff@exemplarlegal.com) ■ Office: [elbas@exemplarlegal.com](mailto:elbas@exemplarlegal.com) ■ Claim Payments: [benefitpaymentdept@exemplarlegal.com](mailto:benefitpaymentdept@exemplarlegal.com)

### TRANSACTION CODE SCHEDULE

Adopted: 01-Jan-1998  
Effective: 01-Jun-2018

#### **000100-900000 Legal Benefits**

**Description:** This Transaction Code Schedule is effective June 1, 2018. Previous Transaction Code Schedules will be in effect for all benefit claims and attorney work commenced prior to June 1, 2018. Only professional services and Plan benefits specifically identified in this Transaction Code Schedule are covered and will be approved for payment. Benefits are not reinstated annually. Approved Panel Attorneys are paid \$175 hourly rate and agree to accept the benefit maximum in full and shall not charge the Plan Participant additional professional fee(s) for covered benefits regardless if the maximum benefit is exhausted. Approved Panel Attorneys agree to **submit Plan approved claim processing forms prior to commencement of services** and are required to provide the Fund with **timely monthly Plan statement and itemized invoice forms for each authorized claim until completion of the matter**. All Plan claim processing and payment forms are available at [www.exemplarlegal.com](http://www.exemplarlegal.com) and are required to be completed and submitted to [www.exemplarlegal.com](http://www.exemplarlegal.com) for processing. Out of date, scanned, handwritten, incomplete, or erroneous information on Plan forms will be rejected. Plan forms or required documents will not be accepted by facsimile or email. Monthly statement and invoice Plan forms are required to be submitted by the 3<sup>rd</sup> business day of each month to be included in the monthly benefit payment cycle. The required Plan invoice form must identify service dates, time increment for each service date, and description of service for each billable entry. Only one (1) billing month will be accepted on a statement and invoice. A letter explaining exceptional circumstances is required for untimely submittal of statements. Reimbursement to a Participant is not allowed except for covered benefits under benefit code series 600000. For reimbursement, a copy of bank posted check and a paid receipt that clearly identifies the date paid, amount, and Participant name. Under no circumstances will reimbursement be paid to a Participant or approved Panel Attorney if an approved Panel Attorney did not render or represent covered benefit service for the Participant or if the Participant was ineligible on the date the filing fee was paid. Statute of limitation for reimbursement is 1 year from date of receipt. All monthly benefit payments will be released on the 15<sup>th</sup> business day of each month. Please allow 3-10 business days for U.S. Postal Service delivery. Two claims for the same legal matter will be denied. A claim form signed by the Participant is required for all benefit payments, with exception of telephone consultation benefit. **Attorney travel expenses, witness fees, investigation fees, forensic fees, courier filing services, fines, penalties, long distance telephone charges, photocopying costs, postage, fees for home purchases, survey fees, escrow fees, closing or similar costs, publications, language translator fees and other such non-legal costs will not be paid by the Plan.** Such expenses and costs are the responsibility of the Plan Participant or beneficiary receiving services. Visit [www.exemplarlegal.com](http://www.exemplarlegal.com) for instructions on completing and submitting all Plan forms, for Plan information, and Plan Participant/dependent eligibility status. Except as otherwise stated in the Summary Plan Description, the following legal services shall be provided to eligible Participants/dependents at no cost.

#### **Consultations**

**The following benefits are limited to the Participant only** and are limited to the terms and conditions of Legal Plan. If further covered legal services are obtained, then these benefits are not a payable code. Legal matter consulted must be identified on the claim for payment.

##### **000100 Telephone Consultation Resulting In No Action**

Limited to a maximum of a 30-minute telephone consultation for any legal matter not described as a covered legal benefit in this transaction code schedule. Claim form signed by Plan Participant is not required.

##### **000200 Office Consultation Resulting In No Action**

Limited to a maximum of a 1-hour office consultation for any legal matter not described as a covered legal benefit in this transaction code schedule.

#### **Legal Document Review and Preparation**

This benefit covers:

##### **000300 Legal Document Review**

This benefit is limited to maximum of 2 hours per document review. If further covered legal services are obtained, then this code is not a payable code. Legal matter consulted must be identified on the claim.

##### **000400 Legal Document Preparation**

This benefit is limited to advanced health care directives, bills of sale, childcare authorization, grant deed, homestead declarations, power of attorney, promissory note, and conservatorship.

##### **000500 Legal Document Preparation (Complex)**

This benefit is limited to challenges to denial of credit, deeds of trust, special power of attorney and revocation, prenuptial agreement, and restraining order. Restraining order is limited to petitioner, and non-employment related.

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#### Administrative Proceedings

**Documentation required.** This benefit covers social security disability application representation, veteran's benefit disputes, public benefit disputes, and DUI administrative matters related to license suspension, (excludes other related DUI hearings).

**100100 Administrative Proceeding**

**100200 DMV Administrative Hearing - Telephone Hearing**

**100300 DMV Administrative Hearing - Office Hearing**

#### Civil Litigation

This benefit covers the following legal matters in civil litigation. Complaint/petition must have been filed in a court of law. Includes pleading, prep for trial, and trial up to 4 days.

**150050 Consumer Protection - Limited to Transactions Over \$5,000**

**Documentation required.** Limited to representation of plaintiff only

**150100 Plaintiff's Personal Injury**

Litigation will be handled on a 25% contingent fee basis.

**150200 Defense of Debt Collection - Limited to Transactions Over \$500**

**Documentation required.** Includes bankruptcy adversary proceedings.

**150400 Defense of Uninsured Personal Injury and Property Damage**

**Documentation required.**

#### Name Change

This benefit covers:

**150600 Name Change - Individual Petition**

**150625 Name Change - Joint Petition**

#### Garnishment of Wage

This benefit covers:

**150700 Garnishment of Wage Defense**

Excludes matters related to child support.

#### Criminal Defense

**Documentation required.** This benefit covers the following legal matters, to include Driving Under the Influence (DUI), driver suspension, loss of license, and juvenile defense. Excludes traffic violations.

**200150 Arraignment, Plea Negotiations, and Disposition**

**200300 Prep for Trial, including Motions and Discovery, Misdemeanor Only**

**200400 Trial (Maximum of 4 days) - Misdemeanor Only**

**200600 Juvenile Court Defense - Adjudication Hearing Only**

#### Driver License Suspension

This benefit covers:

**200500 Driver License Suspension**

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#### Real Estate

Limited to personal residence only. Limited to 1 claim every 3 years. This benefit covers:

**250100 Purchase or Sale**

Preparation or review of offer/counteroffer, liens on title, lender problems, or recovery of deposit if no closing occurs.

**250200 Boundary & Title Disputes**

Excludes survey costs and quiet title proceedings.

**260100 Mortgage Foreclosure**

**Documentation required** - lender default notice. Limited to Plan Participant only, to include short sale and renegotiating loan.

**270100 Loan Modification**

This benefit is limited to Plan Participant only and covers preparation and review of loan modification documents.

#### Tenant Matters

**Documentation required.** Participant or enrolled dependent **must** be the tenant. This benefit covers:

**300050 Security Deposit Assistance**

Excludes litigation.

**300100 Representation of 3-Day Notice**

**300250 Unlawful Detainer Defense - Pleading and Preparation for Trial**

**300300 Representation of 60-Day Notice**

**300350 Unlawful Detainer Defense - Settlement Conference**

**300400 Unlawful Detainer Defense - Trial**

**300500 Unlawful Detainer Defense - Motion for Summary Judgment**

Includes pleading, discovery, and motion.

#### Personal Bankruptcy

These benefits are limited to the Participant only, the Participant and spouse filing jointly, or the Participant and domestic partner filing individually to only one of the following and is limited to 1 claim per 7 years. Concurrent claim for debt collection and bankruptcy benefit are not allowed. This benefit covers:

**350100 Chapter 7**

**350200 Chapter 13**

#### Marital Dissolution/Legal Separation/Annulment

**This benefit is limited to the Participant only.** Representation limited to a maximum of 3 court appearances or to filing of default. Includes paternity. Excludes arrearage matters. Not an applicable benefit with concurrent open claim for establishment/modification of child support/custody. This benefit covers:

**400100 Petitioner-Without Property Settlement and Without Child Support/Custody Agreement**

**400125 Respondent-Without Property Settlement and Without Child Support/Custody Agreement**

**400200 Petitioner-With Property Settlement and Without Child Support/Custody Agreement**

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- 400225 Respondent-With Property Settlement and Without Child Support/Custody Agreement**
- 400300 Petitioner-With Property Settlement and With Child Support/Custody Agreement**
- 400325 Respondent-With Property Settlement and With Child Support/Custody Agreement**
- 400400 Petitioner-Without Property Settlement and With Child Support/Custody Agreement**
- 400425 Respondent-Without Property Settlement and With Child Support/Custody Agreement**

#### Will and Trust

This benefit covers the following and includes preparation and recording of all personal residence deed(s), attestation(s) to witness(s) of all will(s) and notarization of trust(s), and attestation(s) to will and trust signature(s) when applicable.

**450100 Simple Will for an Individual**

Includes power of attorney, excludes trust.

**450200 Simple Wills for a Couple**

Limited to Participant and enrolled dependent. Excludes trusts. Includes healthcare proxy(s), advanced care directive(s), and power(s) of attorney.

**450300 Codicil of Will(s) for an Individual or Couple**

Limited to Participant and enrolled dependent, to include trust(s). Not applicable if will/living will(s) is revoked in its entirety.

**450400 Will and Trust for an Individual**

Includes will, pour-over will, revocable/living trust, healthcare proxy(s), advanced care directive(s), and power(s) of attorney.

**450500 Will and Trust for a Couple**

Limited to Participant and enrolled dependent. Includes wills, pour over wills, revocable/living trust(s), healthcare proxy(s), advanced care directive(s) and power(s) of attorney.

#### Identity Theft

This benefit covers:

- 500100 Negotiations**
- 500200 Pre-Litigation**
- 500300 Litigation**

#### Court & Miscellaneous Fees

**Documentation required** –Reimbursement only, receipt required. This benefit covers:

- 600100 Court Filing Fee and Service of Process**
- 600200 Deposition, Deposition Court Reporting, Deposition Transcription, Deposition Translation Fee**
- 600500 Notary**
- 600600 Mediation (to include administrative fee)**

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#### **Child Support/Custody, Guardianship, and Adoption**

Includes pleading, prep for trial and trial up to 4 days, and paternity. Excludes arrearage matters. This benefit covers:

**700100 Establishment or Modification of Child Custody/  
Child Support Order**

Limitation- Not an applicable benefit with concurrent open claim for 400000 series.

**700400 Uncontested Guardianship Petition**

**700500 Uncontested Agency Adoption**

**700550 Uncontested Step-Child Adoption**

**700600 Uncontested Independent/Private Adoption**

#### **Internal Revenue Service and Franchise Tax Board Matters**

**Documentation required** – This benefit covers:

**900100 Defense of IRS/FTB Collections (less than \$3,500)**

**900200 Representation at Audit**

**900300 Defense of IRS/FTB Collections (greater than \$3,500)**

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### TRANSACTION CODE SCHEDULE

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Effective: 01-Jun-2018

#### **800000 Immigration Legal Benefits - United States Only**

**Description:** This Transaction Code Schedule is effective June 1, 2018. Previous Transaction Code Schedules will be in effect for all benefit claims and attorney work commenced prior to June 1, 2018. Approved Panel Attorneys agree to provide and complete professional services for covered legal benefits identified in this Transaction Code Schedule within the maximum benefit regardless if the maximum benefit is exhausted and shall not charge the Participant additional professional fees for covered benefits. Immigration matters are paid on a flat fee basis. Panel Attorneys agree to **submit Plan approved claim forms prior to commencement of services**. All Plan forms are available at [www.exemplarlegal.com](http://www.exemplarlegal.com) and are required to be completed and submitted to [www.exemplarlegal.com](http://www.exemplarlegal.com) for processing. Out of date, scanned, handwritten, incomplete, or erroneous information on Plan forms will be rejected. Plan forms or required documents will not be accepted by facsimile or email. **Immigration benefits, depending on the covered benefit description, are limited to eligible Participant or enrolled dependent, or the Participant must be the petitioner, sponsor, or beneficiary for/of Participant's parents, siblings, spouse, child(s). Only the identified benefits and USCIS filing fee form number in this Transaction Code Schedule are covered and will be approved for payment.** Coverage excludes all biometric fees or medical examination. A claim form signed by the Participant is required for all benefit payments. All covered immigration filing fee checks are payable to Department of Treasury, USCIS, Department of Homeland Security. Reimbursement to a Participant or approved Panel Attorney for covered immigration filing fees may be permitted if the Department of Treasury requires the filing fee payment by 1) money order; 2) cashier check; 3) online, or 4) filing fee was paid due to an emergency filing fee requirement. For these reimbursement exceptions, a form I-797 paid receipt from the USCIS is required, clearly identifying the date paid, amount, and Participant name. For reimbursement of paid emergency filing fees, the Fund requires a letter explaining why the emergency filing fee was required in addition to the above requirements. **Under no circumstances will reimbursement be paid if an approved Panel Attorney did not provide covered benefit services or if the Participant was ineligible at the time the filing fee was noted on the required receipt.** Statute of limitation for reimbursement is 1 year from date of receipt. **Statements forms are required to be submitted upon completion of the covered benefit and must include service commencement and completion dates.** Statements are required to be submitted by the 3<sup>rd</sup> business day of each month to be processed in the monthly benefit payment cycle. A letter explaining exceptional circumstances is required for untimely statements. Benefit payments will be released on the 15<sup>th</sup> business day of each month. Please allow 3-10 business days for U.S. Postal Service delivery. Effective 05/01/2007 the Board of Trustees implemented a two-year waiting period for all re-application of any covered and paid benefit or filing fee for citizenship, visa petition, permanent residency/naturalization, or consular processing. Visit [www.exemplarlegal.com](http://www.exemplarlegal.com) for instructions on completing and submitting all Plan forms, for Plan information, and Participant/dependent eligibility status. Except as otherwise stated in the Summary Plan Description, the following legal services shall be provided to eligible Participants/dependents at no cost.

#### **Immigration Consultation**

If further covered legal services are obtained, then this code is not a payable code.  
Benefit is limited to eligible Participant or enrolled dependent. This benefit covers:

#### **800001 Immigration Consultation Resulting in No Action**

#### **Request for Records**

Benefit is limited to eligible Participant or enrolled dependent. This benefit covers:

#### **800002 Freedom of Information Act-Form G-639**

#### **Respond to Request for Evidence (RFE)**

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

#### **800003 Respond to Request for Evidence (RFE)**

**Documentation required.** I-795-E

#### **Citizenship**

Benefit is limited to eligible Participant or enrolled dependent. This benefit covers:

#### **800010 Application for Naturalization**

#### **800050 Filing Fee - Form N-400**

#### **800060 Filing Fee - Form N-600**

#### **800070 Filing Fee - Form N-600K**

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#### Permanent Residency/Naturalization

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative, unless otherwise stated.

This benefit covers:

**800100 Petition for Alien Relative**

Limited to one (1) lifetime benefit.

**Additional Petitions**

**800150 Filing Fee - Form I-130**

**800101 Supplemental Information for Spouse (1-130A)**

**800180 Refugee/Asylum Relative Petition**

**800200 Application to Register Permanent Residence or Adjustment of Status**

Limited to one (1) lifetime benefit.

**Additional Applications**

**800250 Filing Fee - Form I-485**

**800255 Filing Fee - Form I-485A**

**800400 Application for Employment Authorization**

Limited to eligible Participant or enrolled dependent.

**800450 Filing Fee - Form I-765**

Limited to eligible Participant or enrolled dependent. Reimbursement available for emergency(s). Requirements -paid receipt or bank cleared check.

**801300 Application to Replace Permanent Resident Card**

Limited to Participant only.

**801350 Filing Fee - Form I-90**

Limited to Participant only.

#### Deferred Action for Childhood Arrivals

Benefit is limited to eligible Participant or enrolled dependent. This benefit covers:

**800700 Deferred Action for Childhood Arrivals (DACA)**

**800750 Filing Fee - Form I-821D**

#### Permanent Residency/Naturalization - Consular Processing

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

**800100 Petition for Alien Relative**

Limited to one (1) lifetime benefit

**Additional Petitions**

**800150 Filing Fee - Form I-130**

**800101 Supplemental Information for Spouse (1-130A)**

**800500 Affidavit of Support**

Limited to petitioner.

**800550 Filing Fee - Form I-134 or I-864**

**Documentation required.** Reimbursement only, requirements: paid USCIS receipt(s), or copy of money order/cashier/receipt **and** Form I-797.

**801100 Consular Processing**

**801150 Filing Fee - Form DS-230/DS-260**

**Documentation required.** Reimbursement only, requirements: paid USCIS receipt(s), or copy of money order/cashier/receipt **and** Form I-797.

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#### Permanent Residency/Naturalization – Fiancé(e)

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

**802100 Petition for Alien Fiancé(e)**

**802150 Filing Fee - Form I-129F or K-1**

**802200 Consular Processing for Alien Fiancé(e)**

**802250 Filing Fee - Form DS-156K/DS-160 (Type K Only)**

**Documentation required.** Reimbursement only. Paid USCIS receipt(s), or copy of money order/cashier/receipt **and** Form I-797.

#### Deportation Defense

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. Additional deportation services are considered non-covered services. This benefit covers:

**800600 NACARA Application - Suspension of Deportation or Special Rule for Cancellation of Removal**

**800650 Filing Fee - Form I-881**

**803100 Master Calendar Court Appearance**

Limited to master court appearance only.

#### Affirmative Political Asylum

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

**804100 Application for Political Asylum**

**804200 Interview on Asylum Application at USCIS**

**Documentation required** – I-797 Notice of Action.

#### Interviews

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. Interviewee preparation, document preparation, and attendance with interviewee is required. This benefit covers:

**800300 Adjustment of Status Interview at USCIS**

**800102 Alien Petition Interview**

**805100 Joint Petition Interview at USCIS**

**805200 Waiver of Joint Petition Interview at USCIS**

**805300 Naturalization Interview at USCIS**

**805500 Secondary USCIS Interview to Deny or Revoke Petition**

**805700 Naturalization Interview at USCIS, Requirement of Second Interview**

#### Petition to Remove Conditions on Residency

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

**805400 Petition to Remove Conditions on Residency**

**805450 Filing Fee - Form I-751**



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#### Temporary Protective Status

Benefit is limited to Participant or eligible enrolled dependent. This benefit covers:

**806000 Temporary Protective Status (TPS)**

**806050 Filing Fee - Form I-821**

#### Adoptee and Orphan Petition

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

**806100 Petition to Classify Convention Adoptee as an Immediate Relative**

**806150 Filing Fee - Form I-800**

**806200 Application to Determination of Suitability to Adopt a Child from a Convention Country**

**806250 Filing Fee - Form I-800A**

**806300 Orphan Petition**

**806350 Filing Fee - Form I-600**

**806400 Advanced Processing for Orphan Petition**

**806450 Filing Fee - Form I-600A**

#### VAWA (Violence Against Women Act)

Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative. This benefit covers:

**800800 Petition for Amerasian, Widow(er) or Special Immigrant**

**800850 Filing Fee - Form I-360**

#### Waiver

**Documentation required** – Identify waiver issue. Benefit is limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for/of Participant's family relative, unless otherwise stated. This benefit covers:

**805600 Joint Waiver of Conditions, To Exclude Criminal or Fraud**

Limited to Participant only.

**800900 Application for Waiver of Grounds of Excludability and Related Documents**

Limited to medical or mental clearance representation, excludes criminal, fraud matters, and unlawful presence.

**800950 Filing Fee - Form I-601**

Limited to medical or mental waiver, excludes criminal, fraud matters, and unlawful presence I-601A.