

**COVERED SERVICES (as of October 1, 2023)**

**General Services, Consultation and Advice**

- Unlimited Consultations for Reviewing and Revising Non-Litigation Documents
- Preparation of Unlimited Number of Simple Legal Documents (e.g. general and limited powers of attorney, bills of sale, affidavits)
- Unlimited Use of Notary Public
- 24 Hour Emergency Service

**Domestic Relations**

- Counseling regarding Rights and Liabilities in Marital Relationship
- Representation in Uncontested Divorce or Annulment Proceeding
- Representation in Contested Divorce or Annulment Proceeding
- Representation in Ante-Nuptial, Post-Nuptial or Property Settlement Agreement
- Representation in Support and Maintenance Action of Participant and/or Minor Child Thereof
- Representation in Custody and Visitation Claims
- Representation in Uncontested Adoption Proceedings
- Representation in Contested Adoption Proceedings
- Representation of Participant who is a Petitioner in Guardianship Proceeding
- Representation for Name Change
- Representation to Establish Paternity of Minor Child
- Representation regarding Changes to or Existence of Birth Certificate

**Juvenile Court**

- Representation in Abuse and Neglect Proceedings as well as Initial DCFS Investigations

**Criminal Matters**

- Misdemeanors
- Juvenile Delinquency Proceedings and Youth Offender Proceedings, Other than Proceedings Involving Dependents
- Filing of Notice of Appeal

**Traffic Matters**

- Matters Concerning Possible Revocation or Suspension of Driver's License (Not Parking Tickets)

**Real Estate Transactions**

- Representation whether as Seller or Purchaser of Primary Residence (Not for Sale or Purchase of Building Larger than Three Flat)
- Mortgage Foreclosure Action on Primary Residence
- Zoning Violation Charges on Primary Residence
- Violations of By-Laws, Covenants, Agreements on Primary Residence
- Breach of Warranty Against Seller of Primary Residence with respect to Purchase of Participant's Primary Residence
- Refinancing of Primary Residence
- Challenging Tax Assessments on Primary Residence
- Representation in Legal Proceedings Brought Against Primary Residence or Auto Resulting from Use by Participant's Spouse or Child
- Renegotiating Loans for Primary Residence
- Damage to Personal Property or Real Estate that is Primary Residence
- Representation Involving Transfer of Primary Residence via Quitclaim

**Landlord/Tenant Services**

- Lease Negotiations and Preparation of Lease Documents for Residential Use
- Representation During Eviction Action
- Representation regarding Participant Tenant's Problems with Landlord

**Consumer Transactions**

- Representation in Dispute regarding Purchase or Sale of Goods Where Amount in Dispute Exceeds \$500
- Representation in Collection Proceedings Where Amount Claimed Due Exceeds Jurisdictional Limit of Pro Se Branch of Small Claims Court
- Representation in Garnishment Proceedings (but not with respect to Employer who Contributes to UNITE HERE Legal Plan)

**Financial Matters**

- Representation regarding Wage Earner Petitions (but not with respect to Employer who Contributes to UNITE HERE Legal Plan)
- Representation with respect to Personal Bankruptcies and Counseling with respect to Bankruptcy Alternatives

**Estate Planning Wills and Probate**

- Preparation of Will, Living Will, Health Care or Financial Power of Attorney
- Representation regarding Probating of Estate if Participant is Named Executor if Proceeds Do Not Exceed \$50,000
- Representation regarding Probating of Estate if Participant's Spouse or Dependent Named Executor of Participant's Estate if Proceeds Do Not Exceed \$50k

**Tort**

- Representation in Personal Injury or Property Damage Claim if No Insurance Coverage Available or Insurance Coverage Amount Less Than Demand
- Tort and Negligence Matters in Which Participant is Plaintiff with Contingency Fee (Voluntary)

**Administrative Law**

- Hearings Before Veteran's Administration
- Hearings Involving Social Security Benefits of Participant or Participant's Spouse
- Hearings, Meetings or Conferences with Internal Revenue Service if Amount Exceeds \$250
- Hearings Before Illinois Department of Children and Family Services

**Immigration**

- Assistance and Representation in Visa Petition before USCIS
- Representation regarding Filing of Naturalization Application with USCIS
- Representation regarding Notice of Deportation
- Representation regarding Labor Certification Proceeding before USCIS
- Representation regarding Any Matter Before USCIS Incident to Participant's Immigration Status

**EXCLUDED SERVICES**

Services regarding Business Venture, Management of Investment Property or Matter Constituting Business Expense

Services regarding Management, Conservation or Preservation of Income-Producing Property

Proceeding Involving Employer that is party to CBA with UNITE HERE

Proceeding Involving Plan of Employer or Agent that is party to CBA with UNITE HERE

Proceeding Involving Local 1, Local 450 or Chicago Joint Executive Board of UNITE HERE or Other Labor Organization

Proceeding Involving Prepaid Legal Plan, Employees, Agents, Service Providers and Administrator

Proceeding Involving Health, Welfare or Pension Plan in Which UNITE HERE or Other Labor Union Has Interest

Proceeding Involving Another Participant as Adverse Party

Proceeding Against Employer or Labor Organization Arising Under NLRA or LMRA

Proceeding where Labor Organization would be Prohibited from Defraying Costs of Legal Services

Proceeding in which Participant is Entitled to Representation from Source Other than Plan

Amicus Curiae Proceedings

Issues or Matters in which Counsel has already been Retained

Preparation of Federal or State Tax Returns

Class Actions

Claims Against Employer who is Party to CBA with UNITE HERE

Matters not Litigated or Processed within Following Counties: Cook, DuPage, Kane, Lake, McHenry, Will

Frivolous, Specious or Capricious Matters

Matter Not Covered Under Covered Services