SAN FRANCISCO CULINARY, BARTENDERS, AND SERVICE EMPLOYEES LEGAL SERVICES PLAN

Administration Office: 925.680.8890 ▪ Participant Benefit Office: 800.604.0999 ▪ Fax: 877.761.4316

1. UNDERSTAND YOUR BENEFITS

The San Francisco Culinary, Bartenders, and Service Employees Legal Services Plan provide eligible Participants and enrolled Dependents with professional legal services from Participating Panel Attorneys and Accountants for covered legal matters. Covered legal matters are paid for by the legal plan.

a. The Legal Plan provides a thirty (30) minute telephone consultation and one (1) hour office consultation with a Participating Panel Attorney or Accountant on any non-covered legal matter within the broad range of the attorney or accountant's experience.

b. The Legal Plan provides free legal services (except for certain expenses and court costs) for covered legal services and benefits. The services and benefits are available only after the confirmation of eligibility and referrals to Participating Panel Attorney or Accountant referral from Exemplar Legal & Benefit Administrative Services, LLC ("Legal Plan Administrator").

c. The Legal Plan provides free legal services for certain immigration matters described under Covered Services and Benefits and is required to be provided by a Participating Panel Attorney specializing in immigration law. ***Immigration matters do not require confirmation of eligibility and Panel Attorney referral from the Legal Plan Administrator. The Participant can contact an immigration Participating Panel Attorney directly.***

HOW TO USE YOUR LEGAL PLAN

Call
EXEMPLAR Legal & Benefit Administrative Services, LLC
at
(800) 604-0999

Visit
www.exemplarlegal.com
for Legal Plan information and to obtain a list of covered benefits and Participating Panel Attorneys

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2. HOW TO USE THE PLAN

A. For Covered Legal Matters: The Legal Plan is very simple to use. If you, the Participant or your eligible Dependents have any type of legal problem or need legal assistance, excluding immigration matters (***see Section B for how to use your immigration benefits***), the ***Participant, must first contact*** the Legal Plan Administrator office to begin the claim process.

Eligibility will be confirmed and an eligibility confirmation number will be given by the Legal Plan Administrator. You will need to give the eligibility confirmation number to the Participating Panel Attorney or Accountant. Your eligibility confirmation number will be valid for the current month only. You may be advised at that time by the Legal Plan Administrator if your legal matter may be initially covered by the Legal Plan given the minimal information you give and subject to the terms and conditions of the Legal Plan.

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Receiving an eligibility confirmation number ***does not*** guarantee your legal matter is covered by the Legal Plan.

The Legal Plan Administrator may later determine your legal matter is not a covered benefit even if you were advised by the Legal Plan Administrative office or by your selected Participating Panel Attorney or Accountant that your legal matter is a Covered Service and Benefit.

The Legal Plan Administrator is responsible for the determination of whether your legal matter is covered based on the terms and conditions of the Legal Plan.

For immediate legal assistance, you will be given referrals to Participating Panel Attorneys and Accountants specializing in the area of your legal matter. Otherwise, you may choose to have a claim packet sent to you within 7 to 10 business days. The claim

packet explains the Covered Services and Benefits described in this booklet and includes a list of Participating Panel Attorneys and Accountants. You may obtain all claim packet information by visiting www.exemplarlegal.com.

When calling the Participating Panel Attorney or Accountant, you must state that you are a UNITE HERE Local 2 participant and give your eligibility confirmation number. The Participating Panel Attorney or Accountant will provide legal counsel, subject to the terms and conditions of the Legal Plan, complete all claim forms, and obtain a claim number for your case from the Legal Plan Administrator.

The Participating Panel Attorney or Accountant will require you to sign a claim form (except for telephone consultation) to process your legal claim. Your claim will not be paid for by the Legal Plan even if your legal matter is determined to be a Covered Service and Benefit without a claim number and claim form signed by the you.

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B. For Immigration Matters: For immigration matters, ***you do not need to contact the Legal Plan Administrator's office, you may contact an immigration Participating Panel Attorney directly.*** You may obtain a Participating Panel Attorney list by visiting the Legal Plan website: www.exemplarlegal.com, or by calling the Participant Attorney Referral number (800) 604-0999.

The attorney will then handle your legal problem, subject to the terms and conditions of the Plan and request from the Legal Plan Administrator a claim number for your case. The Panel Attorney will require you to sign a claim form to process your legal claim. Your claim will not be paid for by the Legal Plan even if your legal matter is determined to be a Covered Service and Benefit without a claim number and claim form signed by the Participant.

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For all information about the Legal Plan, please visit: www.exemplarlegal.com This website will give you Legal Plan information ***and*** downloadable plan documents to include:

- ✓ **Participating Panel Attorney List**
- ✓ **Summary Plan Description**
- ✓ **How To Use The Plan**
- ✓ **Covered Benefits**
- ✓ **Contacts**

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3. COVERED BENEFITS

- Consultations
- Legal Document Review and Preparation (limited)
- Administrative Proceedings
- Consumer Protection
- Plaintiff Personal Injury
- Defense of Debt Collection
- Uninsured Personal Injury and Property Damage
- Name Change
- Garnishment of Wage
- Criminal Defense (limited)
- Juvenile Defense
- Driver License Suspension
- Real Estate Purchase or Sale
- Boundary & Title Disputes
- Mortgage Foreclosure
- Loan Modification
- Security Deposit Assistance
- 3-Day Notice
- 60 Day Notice
- Unlawful Detainer
- Personal Bankruptcy Chapter 7 & 13
- Marital Dissolution , Legal Separation, Annulment (limited)
- Will & Trust
- Identity Theft
- Court & Miscellaneous Fees (limited)
- Child Support Custody/ Guardianship/Adoption
- Internal Revenue and Federal Tax Collections
- Representation for Tax Audit
- Immigration

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5. WHAT THE PLAN DOES *NOT* COVER

- The Legal Plan does not cover any matter arising out of any business interest, business transaction, business pursuit, profession, partnership, or corporation.

- The Legal Plan is intended to cover only personal legal services and will not pay for legal services connected with any interest, activity or involvement for which the costs of legal services are normally deductible or depreciable under Federal income tax law, whether a tax deduction or depreciation is actually claimed.

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- Attorney travel expenses, witness fees, investigation fees, forensic fees, courier filing services, fines, penalties, long distance telephone charges, photocopying costs, postage, fees for home purchase, survey fees, escrow fees, closing or similar costs, publications, language translator fees and other such non-legal costs.

- Any action or proceeding related to a dispute between the Legal Plan Participant and his or her employer or the employer's employees or representatives who act as agent for the employer, the Plan sponsor, this Legal Services Fund, or any Trustee, agent or employee of this Fund or the Union, its officers and employees or associates or any other Trust Fund established pursuant to collective bargaining agreements between employers contributing to this Fund and the participating labor unions or any Fund, or its agents or employees, or any other party when such coverage is prohibited by law.

- Traffic matters and parking tickets. D.U.I. is a misdemeanor offense which is a covered benefit.

- Matters relating to patents or copyrights.

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- Appeals of any kind including but not limited to appeals from a judgment, decision, or determination by a trial court, administrative agency, governmental body or other tribunal.
- Class actions, interventions, and amicus curiae filings.
- Rental issues where a Participant or Dependent is the landlord.
- Matters for which a contingency fee is customarily charged, with the exception of personal injury cases .
- Worker's compensation and similar matters.
- Trials related to felony charges.
- Non-meritorious claims.
- Arrearage proceedings.
- Any matter not expressly covered by the list of benefits set forth in this document.

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