

# San Francisco Culinary, Bartenders & Service Employees Legal Services Fund

Administrative Service Provider:

## EXEMPLAR Legal & Benefit Administrative Services, LLC

Professional Administrative Services for 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)

Adopted: 01-Jan-1998  
Effective: 26-Jan-1

## TRANSACTION CODE SCHEDULE

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

This Transaction Code Schedule series is effective January 1, 2026. Effective April 1, 2024, approved Panel Attorneys are paid a \$250 hourly rate. Previous Code Schedules and their corresponding hourly rates apply to all authorized benefit claims prior to April 1, 2024. Only professional services and Legal Plan benefits specifically identified in this Code Schedule series are covered pursuant to Plan terms. Benefits are not reinstated annually. Approved Panel Attorneys agree to accept the maximum benefit and shall not charge the Participant additional professional fees for covered services, even if the maximum benefit is exhausted. Benefits are not reinstated annually. Plan claim processing forms are required to be submitted before beginning services. Timely monthly Plan statement/invoice forms are required for each authorized claim until the matter is completed. Only one billing month is permitted per each statement/invoice. All Legal Plan forms, receipts, and required documents must be submitted through the secure Plan Dropbox. Outdated, handwritten, scanned, incomplete, or incorrect forms or Dropbox fields will be rejected. Facsimile or emailed Plan forms, receipts, or required documents will be denied due to confidentiality and security requirements. Monthly statements and invoices must be submitted by the 3rd business day of each month to be included in the monthly payment cycle. Statement/invoice forms must list service dates, time increments, and service descriptions for each date. Failure to submit Plan statement/invoice forms 12 months from last Plan statement/invoice for an authorized claim will result in the claim being closed and no further payments will be processed. A written explanation of untimely Plan statement/invoice forms is required. Participant reimbursement is not permitted except for benefits under code series 600000 and requires a paid receipt identifying date paid, amount, and Participant/dependent name, and be submitted with a Plan statement/invoice via Dropbox. Reimbursement is not allowed if the attorney did not perform the covered service or if the Participant was ineligible on the date the fee was paid. The reimbursement statute of limitation is one year from the date of receipt. Monthly benefit payments are issued on the 15th business day of each month; please allow 5–14 business days for USPS delivery. Duplicate claims for the same legal matter will be denied. A Participant-signed claim form is required for all benefit payments except telephone consultation benefits. The Legal Plan does not pay for witness, investigation, forensic, courier, miscellaneous filing services, fines, penalties, long-distance charges, photocopying, postage, home-purchase fees (survey, escrow, closing, etc.), publication fees, translator fees, gas, file review, claim/payment submittal or any similar non-legal costs. These expenses are the responsibility of the Plan Participant. Visit [www.exemplarlegal.com](http://www.exemplarlegal.com) for plan forms, instructions on completing and submitting Legal Plan forms, as well as Plan information, eligibility status, claim information, and payment updates. Except as otherwise stated in the Summary Plan Description, the following legal services shall be provided to eligible Participants and dependents at no cost.

### **Consultations**

These benefits are limited to the Participant only and limited to the terms and conditions of the Legal Plan. If further covered legal services are obtained, then these benefits are not a payable code. Legal matters must be identified on 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**

These benefits cover:

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

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

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

This benefit is limited to advanced health care directives, bills of sale, childcare authorization, grant deed, title transfer, homestead declarations, power of attorney, promissory note, and conservatorship. Not applicable with will/trust benefit. Legal matters must be identified on claim.

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

This benefit is limited to challenges to denial of credit, deeds of trust, special power of attorney and revocation. Not applicable with will/trust benefit. Legal matters must be identified on claim.

#### **000600 Restraining Order –Petitioner Only Domestic Violence Representation**

This benefit is limited to Domestic Violence (non-employment related), participant and petitioner. Includes complete restraining order process, pleading, file, serve, TRO, resources, prep for hearing, hearing, order.

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### **000700 Prenuptial Agreement**

This benefit includes office consultation, review of documents, prenuptial draft, client review, changes, final draft, and notarization. Benefit limited to Participant only.

### **Administrative Proceedings**

#### **100100 Administrative Proceeding**

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

#### **100200 DMV Administrative Hearing - Telephone Hearing**

#### **100300 DMV Administrative Hearing - Office Hearing**

#### **100400 Education Institute Issues & Disputes**

**Documentation required** This benefit includes education institute issues and disputes for students who are facing disciplinary action, suspension, expulsion from school, special education matters such as disputes over the provision of appropriate accommodations or services for students with disabilities. This benefit can be utilized for administrative disputes and proceedings but not court litigation.

### **Civil Litigation**

**Documentation required** These benefits cover 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**

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**

Includes bankruptcy adversary proceedings.

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

### **Name Change**

These benefits cover:

#### **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.** These benefits cover the following legal matters, including traffic, (DUI), driver suspension, loss of license, and juvenile defense.

#### **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**

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### Driver License Suspension

This benefit covers:

#### **200500 Driver License Suspension**

### Real Estate

These benefits are limited to personal residence only. Limited to 1 claim every 3 years.

#### **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. This benefit includes response, hearings, summary judgment, 3 days trial, short sale and renegotiating loan. Benefit limited to Participant only.

#### **270100 Loan Modification or Refinance**

This benefit covers preparation and review of loan modification documents, and renegotiating loan. Benefit limited to Participant only.

### Tenant Matters

**Documentation required.** These benefits are limited to Participant or enrolled dependent only and **must** be the tenant. Excludes landlord representation. This benefit covers:

#### **300050 Security Deposit Assistance**

Excludes litigation.

#### **300100 Representation of 3-Day Notice**

#### **300150 Representation of 15-Day Notice**

#### **300175 Representation of 30-Day Notice**

#### **300200 Representation of 90-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**

Final judgment. This benefit is limited to 4 days of trial. Payable at 50% if attorney fees are awarded to participant.

#### **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 is not allowed.

#### **350100 Chapter 7**

#### **350200 Chapter 13**

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### Marital Dissolution/Legal Separation/Annulment

These benefits are 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.

- 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**
- 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

These benefits cover the following and includes preparation and recording of all personal residence deed(s), title transfers, healthcare proxy(s), advanced care directive(s), power(s) of attorney, attestation(s) to witness(s) of will(s), notarization of trust(s), and attestation(s) to will and trust signature(s) when applicable. Benefit limited to Participant and enrolled dependent.

- 450100 Simple Will for an Individual**  
Includes power of attorney. Excludes trust.
- 450200 Simple Wills for a Couple**  
Includes healthcare proxy(s), advanced care directive(s), and power(s) of attorney. Excludes trusts.
- 450300 Codicil of Will(s) for an Individual or Couple**  
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**  
Includes wills, pour over wills, revocable/living trust(s), healthcare proxy(s), advanced care directive(s) and power(s) of attorney.
- 450600 Probate**  
Includes all phases of probate to completion.

### Identity Theft

These benefits cover:

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

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## TRANSACTION CODE SCHEDULE

### **Additional Hearing & Trial Days**

**Documentation required.** This benefit is limited to an existing criminal, civil, family, or tenant claims where hearing/trial days exceeded 4 days on the existing claim. Benefit limited to 5 trial days and Participant only.

#### **500150 Additional Hearing & Trial Days**

### **Court & Miscellaneous Fees**

**Documentation required.** Reimbursement only, receipt required. These benefits cover:

#### **600100 Court Filing Fee and Service of Process**

#### **600200 Deposition, Deposition Court Reporting, Deposition Transcription, Deposition Translation Fee**

#### **600500 Notary**

Claim forms required.

#### **600600 Mediation (to include administrative fee)**

Claim forms required.

#### **600700 Attorney Travel Expenses**

This benefit covers hotel, car rental, air travel & hotel expenses. Limited to existing claim and benefit codes under marital dissolution, criminal, and tenant matters. Receipts with itemization required. Claim forms required.

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

Includes pleading, prep for trial and trial up to 4 days, and paternity. Excludes arrearage matters. These benefits cover:

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

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

#### **700400 Uncontested Guardianship Petition**

#### **700500 Uncontested Agency Adoption**

#### **700550 Uncontested Stepchild Adoption**

#### **700600 Uncontested Independent/Private Adoption**

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

**Documentation required** – These benefits cover:

#### **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

### Immigration Legal Benefits - United States Only

This Transaction Code Schedule series is effective January 1, 2026. Previous Transaction Code Schedules remain in effect for all benefit claims authorized prior to July 24, 2024. Only professional services and Legal Plan benefits specifically identified in this Immigration Code Schedule are covered and will be approved for claim authorization and payment pursuant to the terms and conditions of the Legal Plan. Covered immigration matters under this section of the 800000 series are paid on a flat-fee basis. Benefits are not reinstated annually except as follows: Effective May 1, 2007, the Board of Trustees implemented a two-year waiting period for re-applications for citizenship (800010), visa petition/permanent residency/naturalization (800100), and consular processing/affidavit of support (801100/800500), along with associated filing fees, with a maximum lifetime benefit of two (2) for these codes. All other immigration benefits are limited to one (1) lifetime benefit per eligible Participant or dependent. Benefit codes 800400 and 800450 are available annually. Approved Panel Attorneys agree to accept the maximum benefit and shall not charge the Participant additional professional fees for covered services, regardless of whether the maximum benefit is exhausted. Approved Panel Attorneys must submit Legal Plan claim processing forms prior to commencing services. Timely Plan statement forms are required for each authorized claim after completion of legal services. All Plan forms can be obtained from [www.exemplarlegal.com](http://www.exemplarlegal.com). All Plan forms, receipts, and required documents must be submitted through the secure Plan Dropbox. Out-of-date, scanned, handwritten, incomplete, erroneous forms or Dropbox field entries will be rejected. Forms, receipts, and documents are not accepted by facsimile or email due to confidentiality and security requirements. Immigration benefits are limited to the covered benefit description, and are limited to an eligible Participant, enrolled dependent, or otherwise described in the benefit description as the participant as petitioner, sponsor, or beneficiary of participant's immediate parents, siblings, spouse, or children. Only the identified benefits and associated USCIS filing fee form numbers described in this Code Schedule are covered and will be paid. Covered filing fee benefits exclude all biometric and medical examination fees, as well as additional fees for paper filing. Participant or represented Panel Attorney is required to have a signed claim form for all benefit payments. Covered immigration filing fees will only be reimbursed to a Participant or approved Panel Attorney for an authorized claim and with a valid USCIS receipt or credit card/bank statement verifying payment to USCIS, the payment date, amount paid, and identifying Participant/dependent name. Plan Statement forms are required upon completion of the covered benefit and must include service commencement and completion dates in the indicated form fields. Untimely statement forms require a letter explaining the untimely statement circumstances for review by the Trustees and Trust Fund Auditors for consideration of payment for services. Reimbursement will be denied if a Legal Plan claim was not authorized to an approved Panel Attorney, if the Panel Attorney did not perform a covered benefit, if the Participant was ineligible at the time the filing fee was paid. The statute of limitation for any benefit claim or reimbursement request receipt is one (1) year from the date the claim was authorized. Statements must be submitted by the third (3rd) business day of each month to be processed in the monthly benefit payment cycle. Benefit payments will be released on the 15th business day of each month. Please allow 5 to 14 business days for U.S. Postal Service delivery. Visit [www.exemplarlegal.com](http://www.exemplarlegal.com) for Plan forms, instructions on completing and submitting all Plan forms, as well as 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 and dependents at no cost.

### Immigration Consultation

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

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

### Benefit Maximum

### Request for Records

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

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

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

### Citizenship

Benefit limited to eligible Participant or enrolled dependent. Limited to one (1) lifetime benefit.  
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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## TRANSACTION CODE SCHEDULE

### Permanent Residency/Naturalization

### Benefit Maximum

Benefit 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 (2) lifetime benefits.

#### **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.

#### **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 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 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 (2) 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-864**

#### **801100 Consular Processing**

#### **801150 Filing Fee - Form DS-260**

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## TRANSACTION CODE SCHEDULE

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

### **Benefit Maximum**

Benefit 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:

- 802100 Petition for Alien Fiancé(e)**
- 802150 Filing Fee - Form I-129F**
- 802200 Consular Processing for Alien Fiancé(e)**
- 802250 Filing Fee - Form DS-160**

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

- 805400 Petition to Remove Conditions on Residency**
- 805450 Filing Fee - Form I-751**

### **Temporary Protective Status**

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

- 806100 Petition to Classify Convention Adoptee as a 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**



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## TRANSACTION CODE SCHEDULE

### VAWA (Violence Against Women Act)

### Benefit Maximum

Benefit limited to Participant, eligible enrolled dependent, or Participant must be petitioner/sponsor, or beneficiary for 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 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 waivers, excludes criminal, fraud matters, and unlawful presence I-601A.

### Affirmative Political Asylum—These Benefits Are Available Only Through April 31, 2026

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.

**804300 Defensive Asylum Filing Before EOIR -Immigration Court**

Preparation and submission of Form I-589, evidence compilation, affidavits, country-condition documentation, and EOIR-compliant exhibit preparation.

**804500 Individual Hearing -Asylum Merits Trial Preparation**

Testimony preparation, legal briefing, evidentiary preparation, country-condition analysis, trial strategy, and cross-examination outlines.

**804600 Representation at Individual Hearing (Asylum Merits Trial)**

Full representation including evidence presentation, witness examination, legal argument, and submission of briefs.

### Deportation Defense

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

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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)

Adopted: 01-Jan-1998  
Effective: 26-Jan-1

## TRANSACTION CODE SCHEDULE

### **Immigration Deportation Defense Benefits –Detainee –These Benefits Are Available Only Through April 31, 2026**

These benefits will remain available to an eligible Participant and any enrolled spouse and dependent children (under age 18, unmarried) for any deportation of a Participant or deportation events related to an enrolled dependent Spouse or children which arise from a Participant's deportation, once an 807000 series claim has been authorized, regardless of whether the Participant later ceases to remain eligible or otherwise becomes ineligible for Plan benefits.

If any of the benefits listed below and/or any benefits described on pages 6–9 of this Transaction Code Schedule are required in connection with the defense of deportation (removal proceedings), then the benefits set forth on pages 6–9 of this Transaction Code Schedule—together with the corresponding flat-fee maximum benefit, and any associated filing fee—shall apply and remain in effect for the covered services.

This benefit code series is limited to the Participant or the enrolled spouse or dependent child (under age 18, unmarried) if the subject of a deportation event is related to the Participant. Panel Attorneys are paid a \$300 hourly rate for authorized claims. Only professional services and Legal Plan benefits specifically identified in this Transaction Code Schedule series are covered and eligible for claim authorization and payment pursuant to Plan terms. Benefits are not reinstated annually. Approved Panel Attorneys agree to accept the maximum benefit and shall not charge the Participant additional professional fees for covered services, even if the maximum benefit is exhausted. Attorneys must submit Plan-approved claim processing forms before commencing services and must provide timely monthly Legal Plan statements and itemized Plan invoice forms for each authorized claim until the matter is completed. All Legal Plan forms and payment documents must be obtained from [www.exemplarlegal.com](http://www.exemplarlegal.com) and submitted through the secure Dropbox. Outdated, handwritten, scanned, incomplete, or incorrect forms or Dropbox field entries will be rejected. Forms are not accepted by facsimile or email due to confidentiality and security requirements. Monthly statements and invoices must be submitted by the 3rd business day of each month to be included in the monthly payment cycle and must include service dates, time increments, and service descriptions for each date of service. Only one billing month is permitted per statement and invoice. A written explanation of exceptional circumstances is required for late claim forms and statements/invoice submissions. Only the identified USCIS filing fee form numbers listed in this Transaction Code Schedule are covered and will be approved for payment. Covered filing fee benefits exclude all biometric and medical examination fees, as well as additional fees for paper filing. A Participant or panel attorney signed claim form is required for all benefit payments. Covered immigration filing fees will be reimbursed to a Participant or approved Panel Attorney with an authorized claim and a valid USCIS receipt or credit card/bank statement verifying payment to USCIS, payment date, amount, and Participant/dependent name. All receipts and forms must be submitted via the Legal Plan Dropbox. Reimbursement will not be issued if the Legal Plan claim was not authorized, if the Panel Attorney did not provide a covered Legal Plan benefit, or if the Participant was ineligible at the time the filing fee was paid. The time limitation for any benefit claim or reimbursement request is 1 year from the date the claim was authorized. Claims or reimbursement submissions received after this one-year limit will be denied. Benefit payments will be issued on the 15th business day of each month. Please allow 5 to 14 business days for U.S. Postal Service delivery. Visit [www.exemplarlegal.com](http://www.exemplarlegal.com) for Plan forms, instructions on completing and submitting Plan forms, as well as 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 and dependents at no cost.

#### **807001 ICE Arrest and Detention**

Representation immediately after ICE arrest, filing Form G-28, verifying detention, contacting ICE ERO, and evaluating bond eligibility.

#### **807002 Bond Hearing**

#### **807003 Federal Court – Habeas Corpus**

Filing of habeas corpus petition for unlawful detention or due-process violations; includes coordination with U.S. Attorney's Office.

#### **807004 Individual Hearing**

Representation at merits hearing, preparation of testimony, submission of evidence, and legal briefs.

# San Francisco Culinary, Bartenders & Service Employees Legal Services Fund

Administrative Service Provider:

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### 807005 Relief Applications

Preparation and filing of deportation relief applications to include asylum, cancellation of removal, visa petition, permanent residency or adjustment of status, employment application, waiver of grounds of excludability, NACARA, I & U visa with supporting evidence. *This benefit is limited to preparation of I-918, I-881, I-751, I-765, I-601, I-693, I-485, I-130 USCIS forms, as required.* (If any of the benefits described on pages 6–10 of this Transaction Code Schedule are required in connection with this benefit, then the benefits and corresponding filing fees set forth on pages 6–10 of this Transaction Code Schedule—together with the corresponding flat-fee maximum benefit—shall apply and remain in effect for this benefit.

### 807006 Appeals / Motions

Drafting and filing appeals or motions with BIA; includes legal brief writing and record review.

### 807060 Appeals Filing Fee

Must Drafting and filing appeals or motions with BIA; includes legal brief writing and record review.

### 807007 Post-Release

Post-release filings for green-card or EAD renewals, Orders of Supervision, and ICE check-ins.

### 807070 Post Release Filing Fee

Green-card or EAD renewals, Orders of Supervision, and ICE check-ins.

Must identify form number.

### 807008 Waiver

Preparation of Form I-212 for permission to reapply for admission after removal, with supporting declarations.

### 807080 I-212 Waiver Filing Fee

Green-card or EAD renewals, Orders of Supervision, and ICE check-ins.

Must identify form number.

## Deportation – Family Members (Limited to Enrolled Spouse & Children)

Coverage is limited to the enrolled Spouse and Children (under age 18, unmarried) of an eligible Participant. These benefits apply only when the dependents of an eligible Participant are detained simultaneously with the Participant, or when the eligible Participant has an open 807000 series deportation claim. These benefits are not otherwise available to an enrolled Dependent Spouse or enrolled Dependent Children (other than in case of the benefits available to certain enrolled Dependent Children, as listed in Section 3 below).

### 807201 Spouse

Preparation of spousal declaration and review of I-485 and I-765 filings for deportation defense.

### 807202 Child (Under Age 18 & Unmarried)

Preparation of child filings, dependency proof, and documentation for minor children.

### 807203 Additional Child (Under Age 18 & Unmarried)

Preparation of child filings, dependency proof, and documentation for minor children.

### 807204 Translation / Document Preparation

Translation and preparation of documents for family filings in deportation defense.

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## TRANSACTION CODE SCHEDULE

### **Deportation – U.S.-Born Citizen Dependent Children (Limited to Enrolled Children)**

Coverage is limited to the enrolled children of an eligible Participant. These benefits apply only when the enrolled Dependent Children (under age 18, unmarried) of an eligible Participant are detained simultaneously with the Participant, or when the eligible Participant has an open 807000 series deportation claim. These benefits are not otherwise available to enrolled Dependent Children.

#### **807301 Emergency Care Authorization**

Drafting power of attorney or parental authorization for temporary childcare.

#### **807302 Liason with ICE /Child Welfare**

Contact with ICE and child services for safe placement and coordination.

#### **807303 Counseling & Expert Coordination**

Coordination of psychological or trauma support for children of detained parents.