

**Incubator for Legal Practice and Innovation
Participation Agreement**

By signature below, ILPI and ILPI participants agree to the following **general principles**:

1. ILPI exists to create sustainable solo and small firm legal practices that improve access to justice for all people. We are committed to providing affordable access to justice, enriching the lives of our clients and building better communities while developing a career that is sustainable and rewarding.
2. We believe that creativity, flexibility, an entrepreneurial spirit, and an openness to innovation are essential elements for success. We will cultivate an environment of continuous quality improvement.
3. We are committed to supporting one another for the long term. Success is shared and collaboration is valued.

By signature below, ILPI and ILPI participants agree to the following **specific items**:

1. ILPI participants must be licensed attorneys in good standing or actively pursuing licensure. Other participants may be admitted based on unique circumstances. They must have appropriate malpractice insurance or be in the process of obtaining it. ILPI is not a law firm. Each attorney (or partnership) will operate as an independent practice (e.g., PLLC).
2. The ILPI program is expected to be a 12-month program. The fee schedule is explained on page 2. Participation includes good faith attendance at training and other activities.
3. ILPI participants will endeavor (make a good faith effort) to have a client mix of at least 50% who fall within 125% to 400% of the federal poverty guidelines. For a family of four, that income range is currently \$32,000 to \$105,000 (approximately). This income range is often not served by Legal Aid or larger law firms. Legal Aid focuses on clients below 125% of federal poverty guidelines and larger law firms have billing rates that are often unaffordable or burdensome for many in this income range.
4. ILPI participants will be encouraged to use flat fee pricing and unbundled limited scope services when appropriate and possible.
5. While creating a for-profit law practice, each ILPI participant will look for appropriate opportunities to provide pro bono services consistent with NC RPC, Rule 6.1.
6. Based on particular needs, ILPI may provide access to Provident1898 for the 12-months of the program. Access may include "hot desk" arrangements and conference rooms (subject to availability). Free street parking is available nearby. ILPI is a tenant of Provident1898 and is not liable if or when Provident1898 or other circumstances makes the space unavailable.
7. ILPI will provide coaching and training opportunities.
8. ILPI will cultivate helpful relationships with local law schools, the Bar, lawyer referral services, and vendors to benefit ILPI participants.

ILPI participant printed name

Mark E. Atkinson
ILPI executive director printed name

ILPI participant signature and date

ILPI executive director signature and date

ILPI is not a law firm and does not provide legal representation for clients or prospective clients of participating attorneys. Each participating attorney operates his or her own independent practice and will charge their own fees for service.

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Addendum
Tentative Schedule

June-August: Application period, Info Sessions

September Launch: 2-day kickoff training with curated notebook

Recurring Monthly Training: regular training sessions, Thursday “Lunch-n-Learn”

Training Topics (subject to change):

Attorney Panel Q&A	Legal Research and Resources
Resources from NC Bar Assoc.	Center for Practice Management
Small Firm Taxes	Entity Formation
Trust Accounting	Malpractice Insurance
Fees, Retainers and Advanced Billing	Pro Bono Opportunities
Ethics	Business Continuity
Legal Tech / Tech Tools / Vendors	Unbundled Services
Marketing / Business Development	Website Creation
Accounting / Bookkeeping	Client Intake
Generating Leads, Referral Services	Pricing, Setting Billing Rates
Improving the Client’s Experience	Business Operations
Practice Management Software(s)	

Fee Schedule (subject to change)

For incubator participants, or members, who will be entirely remote, the membership fee is **\$79/month**.

For members requiring co-working space (hot desk, 24/7/365, conference room access) at Provident1898 in Durham, the membership fee ranges from **\$175 to \$250/month**. If a member requires a private office, that cost would be negotiated directly with Provident1898 and they would only pay the remote membership fee.

A participant may cancel their membership at any point in the 12-month program, but the full monthly payment is due and owed for the month of cancellation. Typically, the September invoice – first month of the program – is billed and due at the end of the 2-day kickoff training. Subsequent monthly invoices will be set up for subscription billing (automatic invoicing/payment).