

*Prosecution  
only*

# Proposal to the City of Ramsey For Legal Services - Prosecution

Submitted by:



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Submitted on: April 5, 2013

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## Firm Background

Weikel Law Firm, LLC was founded by Attorney Kristi M. Weikel in 2005. Weikel Law Firm, LLC has been a general practice firm since its inception. Our scope of practice includes Business, Family, Personal Injury, Wills, Trusts, Probate, Real Estate, and Criminal Law. Our attorneys regularly represent individuals and business clients throughout Minnesota and most frequently in Anoka and Sherburne counties. Weikel Law Firm, LLC is currently comprised of four attorneys and two support staff. The Firm is growth-minded and has plans to continue expanding at the rate of one or two attorneys and paralegals per year for the next decade. The Firm has strong ties with the Ramsey community and will continue its growth plans in our developing city.

April 5, 2013

City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

*Re: RFP Response for Legal Prosecution Services*

Dear Sir/Madam:

Attached please find a copy of Weikel Law Firm, LLC's RFP Response for the position of City Prosecutor. It would be our pleasure and honor to do business with the City of Ramsey. We are conveniently located right across the street from the City Center, and feel that we have much to offer.

Included in the response, amongst the required information, you will find the resumes of our attorneys, background information for Weikel Law Firm, LLC, as well as our bid for compensation.

Should you have any questions or concerns, please feel free to contact our office.

We look forward to hearing from you.

Best Regards,

WEIKEL LAW FIRM, LLC



## Our Attorneys



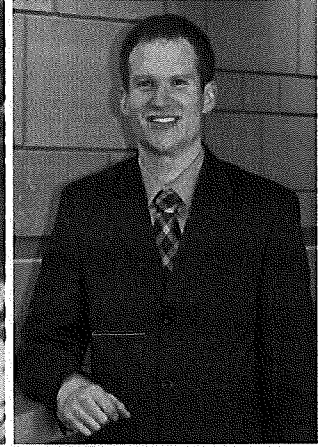
Kristi M. Weikel  
Founder/Owner  
*Licensed in 2005*



Lee R. Martie  
Senior Attorney  
*Licensed in 1997*



Jill S. Ide  
Associate Attorney  
*Licensed in 2008*



Steven P. Helseth  
Associate Attorney  
*Licensed in 2011*

Resumes are attached hereto for each attorney outlining educational accomplishments, professional experiences, and current Firm responsibilities.

## Kristi Weikel, Esq.

(763) 515-4070

7533 Sunwood Drive, Suite 213 Ramsey, MN 55303

kristiweikel@weikellaw.com

### Admissions

Minnesota State Bar (2005)

### Legal Experience

**Weikel Law Firm, LLC Ramsey, MN**

May 2005 – Present

*Owner/Attorney*

- Employment Law: Advise employers in matters of employment agreements, non-compete agreements, handbooks, separation agreements, termination and workplace policies
- Estate Planning: advise clients on strategies to address retirement, incapacity and after life issues; draft identified necessary documents including wills, trusts, healthcare directives, and power of attorneys to facilitate client goals
- Business Law: advise small business clients (\$1-2 million in assets) on the sale of their business and assets to an acquirer
- Real Estate Law: Advise clients in the areas of residential and commercial deeds, purchase agreements, and leases; draft the necessary documents to meet client goals
- Legal research of various laws relevant to Firm's contacts; verbal and written communication to clients
- Design and present workshops to employee groups and community education programs on specific areas of law, including "Investment Education," "Write your Will," and "Write your Healthcare Directive;" Organize, host, and present Firm sponsored workshops on the topics of Estate Planning, Business and Real Estate to achieve client development initiatives
- Local Area and Web based Marketing including conceptualization and design of all visual Firm communication congruent with brand
- CEO/CFO/COO traditional duties; HR functions

### Education

**William Mitchell College of Law St. Paul, MN**

*Juris Doctor, December 2004*

- CALI Award of Excellence in Employment Law
- Achievement in Public Service - William Mitchell Civil Advocacy Clinic

**Minnesota State University Moorhead, MN**

*B.S., Paralegal, May 2001*

- Honors: Dean's List

### Associations and Volunteer Experience

*Minnesota State Bar Association*

*Anoka County Bar Association*

*Diversified Business Professionals Chapter of BNI (Past President)*

*Ramsey Rotary (Current President)*

*Society of Human Resource Managers*

*Anoka Technical College Foundation (Current Vice President)*

Lee R. Martie, Esq.

(763) 515-1467

7533 Sunwood Drive, Suite 213 Ramsey, MN 55303

leemartie@weikellaw.com

**Admissions**

Minnesota State Bar (1997)

U.S. District Court of Minnesota (1997)

**Legal Experience**

***Weikel Law Firm, LLC Ramsey, MN***

October 2011 – present

*Senior Associate Attorney*

- Represent clients in the areas of Criminal Law, Civil Litigation, and Probate
- Manage all aspects of client files from initial meeting to case completion
- Devise case strategies utilizing case facts and legal research
- Draft various legal documents including Motions, Legal Memorandum, and Briefs
- Verbally advocate for clients through oral argument at motion hearings; direct and cross examination of witnesses at trial; opening statements
- Interview and prepare witnesses for trial

***Martie Law Firm, LLC Monticello, MN***

December 2010 – October 2011

*Owner/Attorney*

- Represent clients in the areas of Criminal Law, Family Law, Civil Litigation, Probate, Business Uniform Commercial Code and Guardian/Conservatorship
- Private defense of Criminal matters up through felony level charges
- Balance case load of various legal matters; represent and manage all aspects of a client's matter from start to finish

***Wright County Attorney's Office Buffalo, MN***

January 2002 – December 2010

*Assistant Wright County Attorney*

- Criminal prosecution of petty misdemeanors, misdemeanors, gross misdemeanors, and felonies; crimes prosecuted ranged from Criminal Sexual Conduct, First and Second degree Assault, Domestic Assault, DWI, Driving After Revocation, City Ordinance violations, and moving traffic violations
- All aspects of preparation for representation of Wright County in Jury Trials, Court Trials, and Contested Hearings, including in depth legal research and written motions and complaints
- Determined compliance with Criminal Code and State Statutes; made recommendations to the court for alternatives to prosecution when appropriate

***Vermeulen Law Office St. Cloud, MN***

July 2001 – December 2001

*Associate Attorney; Family Law*

***Central Minnesota Legal Services St. Cloud, MN***

July 1999 – July 2001

*Staff Attorney; Family Law*

***Smith, Paulson, & O'Donnell, P.A. Monticello, MN***

May 1997 – July 1999

*Associate Attorney; Criminal & Family Law*

Lee R. Martie, Esq.

(763) 515-1467

7533 Sunwood Drive, Suite 213 Ramsey, MN 55303

leemartie@weikellaw.com

**Legal Experience Continued**

*U.S. Attorney's Office Minneapolis, MN*  
*Law clerk*

January 1997 – December 1997

*Wright County Attorney's Office Buffalo, MN*  
*Law Clerk*

January 1995 – May 1996

*Central Minnesota Legal Services Minneapolis, MN*  
*Law Clerk*

August 1994 – December 1995

*Ramsey County Public Defender's Office Minneapolis, MN*  
*Law Clerk*

May 1994 – August 1994

**Education**

**William Mitchell College of Law St. Paul, MN**

*Juris Doctor, May 1997*

- Recipient of Memorial Scholarship for William Mitchell College of Law

**Bemidji State University Bemidji, MN**

*B.S. Criminal Justice, May 1990*

- 1990 Recipient of Outstanding Criminal Justice Major

**Associations and Volunteer Experience**

*Minnesota State Bar Association*

*18<sup>th</sup> District Bar Association*

*Killian/Nelson Memorial Golf Tournament (Founder)*

*Kamp Kimchee Tae Kwon Do Instructor*

Jill S. Ide, Esq.

(763) 515-2879

7533 Sunwood Drive, Suite 213 Ramsey, MN 55303

jillide@weikellaw.com

**Admissions**

Minnesota State Bar (2008)

**Legal Experience**

***Weikel Law Firm, LLC Ramsey, MN***

November 2008 – present

*Associate Attorney*

- Represent clients in the areas of Family Law, Estate Planning, Criminal Law
- Manage all aspects of client files from initial meeting to case completion
- Brainstorm case strategies given the relevant facts of the case at hand, current statutes, and case law
- Verbally advocate for clients through oral argument at motion hearings; direct and cross examination of witnesses at trial; opening statements and summations at trial
- Advance client positions through written legal memoranda and summations
- Interview and prepare witnesses for trial and evidentiary hearings
- Participate in mediation and other alternative dispute resolution methods with clients in order to resolve cases in a collaborative manner

***Weikel Law Firm, LLC Ramsey, MN***

February 2007 – May 2008

*Law Clerk*

- Assisted three attorneys in the practice areas of Estate Planning, Probate, Real Estate, Family Law, and Business Law
- Drafted client correspondence, pleadings, Health Care Directives, Power of Attorneys, Wills, Marital Termination Agreements, and Judgment Decrees

***Public Defenders' Office – 10<sup>th</sup> Judicial District Stillwater, MN***

August 2006 – March 2007

*Certified Student Attorney, Volunteer Law Clerk – Minnesota Justice Foundation*

- Represented defendants in bail hearings, client interviews and advocacy before judges
- Researched legal issues using Westlaw and LexisNexis

**Education**

***William Mitchell College of Law Saint Paul, MN***

*Juris Doctor, May 2008*

- Volunteered 50 hours of legal service on behalf of Minnesota Justice Foundation
- Prosecuted misdemeanor cases as Certified Student Attorney in the Misdemeanor Clinic
- First-chaired two court trials in the Misdemeanor Clinic
- Prepared Appellate brief for Criminal Appeals Clinic

***University of Saint Thomas Saint Paul, MN***

*B.A. Sociology – Criminal Justice, 2000*

- Magna Cum Laude

**Associations and Volunteer Experience**

*Minnesota State Bar Association*

*American Bar Association*

*Washington County Bar Association*

*Anoka County Bar Association*

*Ramsey Business Links*

**Steven P. Helseth, Esq.**

(763) 515-9577 7533 Sunwood Drive, Suite 213 Ramsey, MN 55303 stevehelseth@weikellaw.com

**Admissions**

Minnesota State Bar (2011)

**Legal Experience**

***Weikel Law Firm, LLC Ramsey, MN*** January 2013 – present  
*Associate Attorney*

- Draft Wills, Trusts, Health Care Directives, and Powers of Attorney for clients
- Draft various business documents including: Independent Contractor Agreements, Buy-Sell Agreements, Lease Agreements, and Formation documents
- Organize and balance needs of multiple clients; Provide clients with counsel and assistance through all stages of the probate process
- Prepare legal articles and marketing materials

***Lockridge Grindal Nauen P.L.L.P. Minneapolis, MN*** January 2012 – January 2013  
*Project Attorney*

- Reviewed and assessed real estate documents for mortgage fraud litigation; researched relevant documents for litigation
- Analyzed deposition transcripts and trial materials

***Law Offices of Charles H. Johnson, P.A. New Brighton, MN*** June 2009 – January 2012  
*Associate Law Clerk*

- Drafted and revised legal memoranda including: Complaints for Federal Multi-District Litigation, Mediation Briefs, Case Memos
- Managed and Organized distribution for mass tort settlement
- Balanced demands from and communicated with multiple clients

***Hamline University School of Law St. Paul, MN*** January 2010 – May 2010  
*Research Assistant to Professor Brenda Tofte*

- Researched and reviewed cases and statutes for legal memoranda

***Minnesota Office of the Revisor of Statutes St. Paul, MN*** January 2008 – May 2008  
*Proofreader*

- Proofread and edited statutes, laws, and legislative amendments

**Education**

***Hamline University School of Law St. Paul, MN*** *Juris Doctor, May 2011*

- Summa Cum Laude
- Hamline Law Review (published associate)
- Giles Rich Sutherland Intellectual Property Moot Court (National semi-finalist);
- CALI Award for Legal Research and Writing and Taxation of Business Entities

***University of Saint Thomas St. Paul, MN*** *B.A. Psychology; Minor-Business Admin 2007*

- Summa Cum Laude

**Associations and Volunteer Experience**

*Diversified Business Professionals Chapter of BNI*  
*Wills for Heroes Minneapolis, MN; Attorney Volunteer*

## Disciplinary Actions

Weikel Law Firm, LLC and its attorneys have never been sued by any city, municipality or by any of its clients for any reason whatsoever including malpractice.

Attorney Steve Helseth was the subject of one complaint with the Lawyer Professional Responsibility Board. The complaint was dismissed without any action against Attorney Helseth. A copy of the resolution is attached hereto as Exhibit A.

Attorney Lee Martie has been the subject of one complaint with the Lawyer Professional Responsibility Board. The complaint was dismissed without any action against Attorney Martie. A copy of the resolution is attached hereto as Exhibit B.

## Support Staff

### Jeannie Loehrer, Paralegal

Jeannie is an Honors Graduate of Minnesota School of Business with a Bachelor of Science in Paralegal. She completed her internship with Weikel Law Firm, LLC in 2012, and began working at the Firm in 2013. Jeannie has a long history in civil litigation support for a global financial organization. She also has been a Paralegal Volunteer for Wills for Heroes since 2011. At the Weikel Law Firm, LLC, she supports our Criminal, Family, Estate Planning, and Business attorneys.

### Krisandra French, Office Administrator

Krisandra is an experienced office administrator and bookkeeper. She joined the Firm staff in 2010 and is a full-time staff member. She is a skilled, reliable and loyal staff member with over a decade of experience in accounts receivable, payroll, accounts payable, collections, invoicing, banking, client and vendor communications, benefits administration and general office administration. Krisandra engages in regular continuing education in the areas of payroll, taxes, business communication and administration.

### Paralegal Intern(s)

The Firm believes in offering hands-on learning opportunities through a 150-180 hour supervised internships for paralegal students seeking associate or bachelor degrees. We host 2-3 students each academic year from schools including Minnesota School of Business, Minnesota State University-Moorhead and Hamline University. In our history we have hosted more than twenty interns. We expect to have a paralegal intern beginning in September 2013.

## Designation for City Prosecutor

Weikel Law Firm, LLC proposal hereby designates Senior Attorney, Lee R. Martie, to serve as the City of Ramsey's Prosecutor. The attorney proposed to serve in the absence of Attorney Martie is the Firm's Associate Attorney, Jill S. Ide.

It is proposed that Lee Martie will represent and prosecute all Criminal Law matters within the city's jurisdiction, including but not limited to:

- Scheduling
- Coordinating officer appearances
- Reviewing all Criminal Cases presented for purposes of prosecution
- Determine technical compliance with Criminal Code and other State Statutes
- Drafting complaints
- Making recommendations to the court for all alternatives to prosecution where appropriate
- Act as a resource to the Ramsey Police Department in the development of Criminal Cases
- Provide training sessions for police staff as needed

The Firm's support staff, with Attorney Martie's direct supervision, will handle the administration of receiving and entering citations, setting court dates, requesting and receiving police reports and other discovery such as 911 tapes, squad video, audio/video statements, and sending the same to defendants or defense attorneys. The support staff will assist Attorney Martie as needed to contact victims and provide the necessary information relating to no contact orders.

## Designated Attorney Qualifications

### Lee R. Martie

#### Academic Training and Qualifications

1986-1990: Bemidji State University, *Bachelor of Science in Criminal Justice*

1993-1997: William Mitchell College of Law, *Juris Doctor*

May 9, 1997: Admitted to Minnesota Bar

#### Background and Experience

1995-1996: *Law Clerk*, Wright County Attorney's Office

1996: *Misdemeanor Clinic*, Wright County Attorney's Office

1997: *Law Clerk*, U.S. Attorney's Office, Minneapolis, MN

1997-1999: *Associate Attorney*, Smith, Paulson, & O'Donnell; Criminal and Family Law

1999-2001: *Staff Attorney*, Central Minnesota Legal Services; Family Law

2001: *Associate Attorney*, Vermeulen Law Office; Family Law

2002-2010: *Assistant Wright County Attorney*; Criminal prosecution of Petty

Misdemeanors, Misdemeanors, Gross Misdemeanors, and Felonies

2010-2011: *Owner/Attorney*, Martie Law Firm, LLC; Criminal Law, Family Law,

Business, Uniform Commercial Code, Probate, Civil Litigation, and

Guardian/Conservatorship

2011-present: *Senior Associate Attorney*, Weikel Law Firm, LLC; Criminal Law, Civil

Litigation and Probate

#### Prior Prosecution Experience

During the eight years as an Assistant Wright County Attorney, Lee Martie prosecuted for the following cities: Albertville, Annandale, Buffalo, Clearwater, Cokato, Delano, Hanover, Maple Lake, Monticello, Montrose, Otsego, Rockford, Saint Michael, Silver Creek, and South Haven.

#### Estimated Percentage of total work related to prosecution

100 percent of Lee Martie's total work for 2002-2010 was related to prosecution

#### Litigation Communities where designated attorney served as lead attorney and outcomes of litigation for last five years

As Assistant Wright County Attorney during the years 2002-2010, Lee Martie handled a misdemeanor and felony case load. He conducted numerous jury and court trials, as well as contested hearings. The charges varied from Criminal Sexual Conduct, First and Second Degree Assault, Domestic Assault, DWI, Driving After Revocation, City Ordinance violations, and Moving Traffic violations. Lee has appeared before the Court of Appeals on several matters

## Designated Secondary Attorney Qualifications

### **Jill S. Ide**

#### Academic Training and Qualifications

- 2000: University of Saint Thomas, Magna Cum Laude, *Bachelor of Arts in Sociology-Criminal Justice*
- 2008: William Mitchell College of Law, *Juris Doctor*
- October 2008: Admitted to Minnesota Bar

#### Background and Experience

- 2000-2001: *Corrections Officer*; Minnesota Department of Corrections
- 2004-2005: *911 Dispatcher*; Washington County
- 2006-2007: *Certified Student Attorney*; Public Defender's Office – 10<sup>th</sup> Judicial District, Stillwater, MN
- Fall 2007: *Misdemeanor Clinic*; Supervised by the City Attorney for the cities of St. Anthony, Mounds View and New Brighton in Ramsey County
- 2007-2008: *Law Clerk*; Weikel Law Firm, LLC; Family Law, Criminal Law, Estate Planning, probate
- 2008-present: *Associate Attorney*, Weikel Law Firm, LLC; Family Law, Criminal Law, Estate Planning

## Professional References for Lee R. Martie

*Tom Kelly, Wright County Attorney*  
Wright County Government Center  
10 Second Street NW  
Buffalo, MN 55313  
(763) 682-7348

*Brian Lutes, Chief of Criminal Division*  
Wright County Government Center  
10 Second Street NW  
Buffalo, MN 55313  
(763) 682-7917

*Brian Asleson, Chief Deputy Attorney*  
Wright County Government Center  
10 Second Street NW  
Buffalo, MN 55313  
(763) 682-7342

*Charles E. Pashke, Howard Lake City Attorney*  
610 Eighth Avenue  
Howard Lake, MN 55349  
(320) 543-3411

*Judge Geoffrey W. Tenney*  
Wright County Courthouse  
10 Second Street NW  
Buffalo, MN 55313  
(763) 682-7539

## City/City Attorney Relationship

*City of Ramsey: Describe how you would structure the working relationship between the City Attorney and the City Council and Staff:*

- A good working relationship involves trust and cooperation. Weikel Law Firm, LLC is committed to working with the City of Ramsey, City Counsel and Staff to ensure an effective and trustworthy relationship. We will remain organized, keep informed and prepared, and keep our door open for communication. Our office is available to the City Council/Staff by telephone, email, and in-person meetings. Our office is staffed to answer telephone inquiries from 8:00 a.m. to 4:30 p.m., Monday through Friday. Attorney Martie would remain available by e-mail and cell phone during and outside business hours. Our office is conveniently located across the street from the Ramsey Municipal building for frequent in person meetings, even on short notice.

*City of Ramsey: Describe how you would meet the response time described of three (3) business days on council and staff inquires with a five (5) business day turnaround on standard document review?*

- Weikel Law Firm, LLC has a full-time receptionist and a full-time paralegal to back up the receptionist in the event she is on a call already, or out of the office on a planned or unplanned absence. Additionally, Attorney Martie would be freely accessible to the City through a direct dial number or mobile phone. All telephone messages are digitally recorded and sent to the Attorney via e-mail and are accessible through a mobile application as well as by calling in. It is rare that someone in our office would be unavailable. In that rare event where a return response because necessary, our internal office policy is to reply no later than the following business day. In fact, we send out surveys to our clients to make sure the attorneys and Firm staff respond within this policy timeframe. Our office is staffed and designed to meet the quick turn-around time that our Clients need and demand.
- As it relates to document review and response, our office is 100% electronic. Upon receiving mail or faxes, the document is immediately saved to the client's online matter folder, and the hard copy is placed in the appropriate attorney's inbox which they are required to check multiple times throughout the day. Additionally our staff is well trained to recognize the urgency of particular types of mail and faxed documents and notify the attorneys immediately upon receipt both electronically and in person. Upon the attorney's receipt of the document, the attorney is able to schedule their "task" module within our Clio practice management software. This software then provides pop-ups and e-mail reminders as deadlines begin to approach.

## City/City Attorney Relationship (Continued)

*City of Ramsey: Describe the computer resources currently utilized in your office and the systems or mechanisms that would be established for monthly reporting on the status of projects, requests, and litigation:*

- Weikel Law Firm, LLC utilizes high speed internet services through Comcast.
- We have a VOIP phone system where we can track, record and report on incoming and outgoing phone calls.
- We have a secured server in-house which is serviced by a local computer support professional that is on call to our Firm 24/7.
- Our server is available offsite through a secured remote login feature.
- We utilize the industry standard software products including Microsoft Office Suite 2010, (Word, Excel, PowerPoint, and Outlook).
- We perform our accounting functions through QuickBooks and our client invoicing through our practice management software which is more fully described below.
- The Firm utilizes robust practice management software called Clio. Clio has daily, weekly and monthly reporting options as to what has been done or what needs to be done. Reports can be generated per attorney, per staff member, collectively amongst the entire Firm or per legal matter. See screen print below:

Practice Calendar **Tasks** Matters Contacts Activities Bills Accounts Documents Reports

Upcoming Completed Assigned Feeds

### Tasks

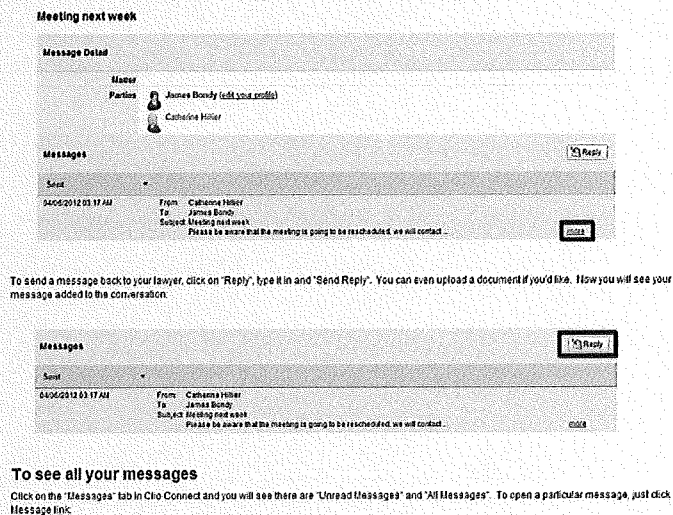
Display: All | Due This Week | Due Today | Due Tomorrow | Overdue

Tasks			
Description	Due	Assigned By	Reference
<input type="checkbox"/> File documents at courthouse	04/14/2011	Me	00001-Hilton
<input type="checkbox"/> Call Lane	04/27/2012	Me	00005-Pryce
<input type="checkbox"/> Call client	05/02/2012	Me	00005-Pryce

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## City/City Attorney Relationship (Continued)

Additionally Clio allows our clients to log in to view details about their matter 24/7 through the internet or the mobile application. Clio Connect also allows are clients to see their invoices send and receive secured messages, view billed and unbilled time expended on their matter as well as upload, download and collaborate on documents.



- The Firm uses Clio for all our private clients. We realize the City is not presently using this software. The Firm would use whichever software the City prefers whether that is Clio, LETG, MNCATS, etc. Clio integrates with MS Outlook and our calendaring, docket, ticklers, tasks, and the like would be managed in the manner if such capability is not offered with the City's software. Additionally, Weikel Law Firm, LLC would be committed to applying for a grant to use the BCA's e-charging process, utilizing *The Compleat Prosecutor* software (TCP3), should it be in the best interest of the City of Ramsey.
- We have access to two industry standard software offerings for online legal research FindLaw and Westlaw.
- The Firm also regularly uses free government databases like MNCIS to access the court file number and court docket.
- We are experienced users of Odyssey for e-filing in all required Minnesota counties.
- Criminal history records will be requested and obtained directly through the various government divisions by the most expedient methods now available, or that become available to us upon being selected as prosecutor (MN Bureau of Criminal Apprehension, MN Department of Vehicle Services, MN Court Information System, City of Ramsey Police Department, Anoka County Sheriff's Department, and the FBI).

## Firm Clients

- Weikel Law Firm, LLC does not currently represent any public clients.
- Weikel Law Firm, LLC does not currently represent any clients where City of Ramsey is an opposing party.
- Any matters in which Weikel Law Firm, LLC has represented clients where City of Ramsey was an opposing party, will have been fully resolved and closed.

## Our Firm's Conflict of Interest Process

- Conflict checks are performed by the Office Administrator upon a new contact's phone call, web inquiry or e-mail. The attorney who completes the new client intake repeats the conflicts check. Upon the matter being retained, the Office Administrator e-mails all Firm staff indicating a new client file is open. At that point, all staff members are instructed to advise the responsible attorney if a conflict is recognized.
- The conflict check is performed through our practice management software; Clio. Clio provides a comprehensive conflict check by using the global search field at the top-right of the application. This field searches virtually all of the text-editable fields within Clio, and produces a mini-report detailing all of the locations where a potential source of conflict has been identified based on the content of the query. As a case progresses, all names associated with that case (judge, opposing counsel, opposing parties, witnesses, etc.) are input in to the system making them searchable in a future conflict check. Below is a sample screen print from the software manufacturer's website:

The screenshot shows the Clio software interface. At the top, there is a search bar with the text 'perry' and a search icon. Below the search bar is a navigation menu with tabs for Practice, Calendar, Tasks, Matters, Contacts, Activities, Bills, Accounts, Documents, and Reports. The main content area is titled 'Search Results' and shows '2 results found for perry'. The results are divided into two sections: 'Matters' and 'People'. The 'Matters' section contains a table with columns for Display Number, Client, Description, Practice Area, Open Date, and Close Date. The 'People' section contains a table with columns for Name, Phone, Email, and Web. On the right side of the interface, there is a calendar for October 2011, and sections for 'AGENDA TODAY', 'RECENT', and 'TIMEKEEPING'.

Display Number	Client	Description	Practice Area	Open Date	Close Date
60001-Perry	Rick Perry	Perry vs. ProVe	Civil Litigation	09/18/2011	

Name	Phone	Email	Web
Rick Perry		rickperry@gmail.com	

How it works is every time you create a person or relationship (adverse party, opposing counsel, witness) you can search against that name and the contact card/matter will be revealed.

- For any potential conflicts where Attorney Lee Martie identifies a potential conflict of interest, Attorney Martie would immediately advise the necessary city officials. Upon confirmation of a conflict prohibited by the Minnesota Rules of Professional Conduct the case will be handled by an associate in our office if the associate is not also conflicted out of the representation. In the event that none of the Firm's attorneys are able to prosecute the matter, the Firm would arrange for a conflict attorney panel, such as a city prosecutor from a neighboring city to handle the case.

## Compensation – for Prosecution Only Services

Weikel Law Firm, LLC proposes a Flat Fee compensation arrangement. The flat fee would be inclusive of all *prosecution* services outlined by the City's RFP. Flat fee billing is frequently the preferred style of billing by our clients because it allows our clients to budget an exact amount for legal services with the certainty that the amounts will not exceed the budgeted amount. A flat fee arrangement results in a better attorney-client relationship where the client doesn't feel a need to avoid or minimize communications with the attorney for fear of the ticking clock increasing the potential invoice.

Ideally the contract between the City and the Firm would be for the duration of two (2) years. The Firm would also consider a one year contract that has a renewable term. The proposed fee to be paid to the Firm on the first of each month for services to be consumed that month is set forth as follows with the first monthly payment occurring upon execution of the contract for services:

- In year one the proposed fee is a \$5,000 retainer upon execution of the contract and an additional \$5,000.00/month for each of the subsequent 12 months (\$60,000 annually); total cost in year one is \$65,000.00
- In year two the proposed fee is \$5,000.00/month (\$60,000 annually)

The monthly flat fee will include representation and prosecution of all criminal matters within the city's jurisdiction, included but not limited to scheduling, coordinating officer appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with Criminal Code and other state statutes, writing complaints, any meetings necessary, making recommendations to the court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, provide training sessions for police staff as needed, and the timely pursuit of disposition of criminal cases in advance of actual court cases to avoid unnecessary officer court time.

Additionally the Firm would provide civil forfeiture services for a one-third (33%) of the civil forfeiture recovery on behalf of the Police Department.

Appellate work, drafting of appellate briefs, preparing and oral argument to the Appeals Courts and/or Supreme Court of Minnesota would be considered specialized, and at an additional cost beyond the monthly retainer amount. Fees for Specialized Services are set forth below:

- Attorney: \$150/hour
- Support Personnel: \$50/hour

The minimum increment of time billed for each service in a matter considered a "specialized service" (i.e. phone calls, correspondence, personal conference) shall be in 6 minute increments (one-tenth of an hour).

## Compensation – for Prosecution Only Services (Continued)

*Type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, faxed documents, and word processing charges*

- Weikel Law Firm, LLC will not charge the City a fee for faxed documents.
- Weikel Law Firm, LLC will not charge the City outside of the monthly retainer fee for word processing.
- Printing/Reproduction of documents will be at the Firm's actual cost of \$.10/each.
- Mileage incurred on behalf of the City would be billed to the City at the federal allowable rate which is currently \$.565/mile in 2013.
- Parking fees incurred, if any, would be billed back at the receipt amount.
- Weikel Law Firm, LLC will charge defendants, or their counsel, directly for reasonable fees as required by law for reproduction, documents, and any audio/video required.

# APPENDIX

Second District Ethics Committee  
July 19, 2012

RECEIVED

JUL 25 2012

OFFICE OF LAWYERS  
PROF. RESP.

The Second District Ethics Committee met on July 19, 2012 at 7:30 a.m. at the Minnesota Judicial Center. The following members were present: Ingrid Bjorklund, Ed Byrne, Lee Daly, Samantha Gemberling, Mitchell Gordon, Kathy Hahne, Chad Hintz, Greg Holly, Julie LaFleur, Marshall Lichty, Gary Luloff, Judy Mortrude, Rich O'Dea, Jerrald Olson, Patrick O'Neill, Ferdinand Peters, Tim Puffer, Bruce Rivers, Peter Rosene, Peter Stein, Gail Stremel and Mary Ward .

The committee considered the following complaints:

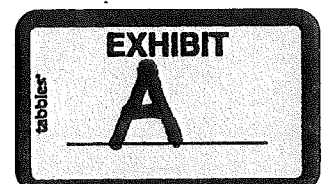
File Number: 12-21

Complainant: Sylvester Penn

Respondent: Steven Helseth

Investigator: Edward Byrne

Edward Byrne presented a summary of his investigation and found no unethical conduct under Rules 1.2(a), 1.4(a) and 1.16(b) and recommended no discipline. The motion for a finding of no unethical conduct was seconded and passed.



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September 18, 2012

Mr. Brian Walters  
216 Water Street  
Excelsior, MN 55331

Mr. Lee Ryan Martie  
7533 Sunwood Drive, Ste. 213  
Ramsey, MN 55303

Re: Appeal of Director's Disposition in Complaint of Brian Walters,  
216 Water Street, Excelsior, MN, 55331 against Lee Ryan Martie,  
7533 Sunwood Drive, Ste. 213, Ramsey, MN 55303

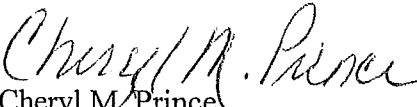
Approval of Director Disposition  
Affirming a Dismissal After Investigation

Gentlemen:

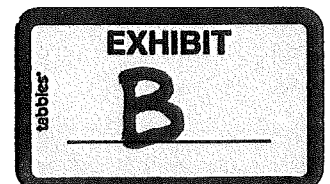
I have reviewed carefully the file in the above matter and, pursuant to the Rules of Lawyers Professional Responsibility, hereby approve the disposition made by the Director. I agree with the Director's determination that there is no clear and convincing evidence of a violation of the Minnesota Rules of Professional Conduct and, therefore, discipline is not warranted.

My approval of the Director's disposition means that the Board's file on this case is now closed.

Very truly yours,

  
Cheryl M. Prince

CMP/jad



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