



ROBERT B. BERLIN
STATE'S ATTORNEY
DU PAGE COUNTY, ILLINOIS

January 18, 2023

Phillip A. Luetkehans
Luetkehans, Brady, Garner & Armstrong, LLC
105 E Irving Park Road
Itasca, IL 60143

Re: Appointment as an Assistant State's Attorney

Dear Mr. Luetkehans:

This letter confirms your appointment by State's Attorney Robert B. Berlin to serve as an Assistant State's Attorney for the special and limited purpose of representing the County as an applicant to the City of Wheaton and City of Winfield in rezoning the entire DuPage County campus, including but not limited to the Fairgrounds property.

Payment of fees will be paid for and processed through the DuPage County Department of Public Works; the DuPage County State's Attorney's Office is not responsible for any of your fees or costs. To confirm this agreement, please sign a copy of this letter and return it to my office in care of Lisa Smith, Chief of the Civil Bureau.

Please contact Ms. Smith for any further information you may need. Ms. Smith will serve as your contact within my office. She may be reached at (630) 407-8206.

Sincerely,

Robert B. Berlin
DuPage County State's Attorney

Agreed: _____
Phillip A. Luetkehans

Date: 1/18/23

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DuPAGE COUNTY STATE'S ATTORNEY

OUTSIDE COUNSEL BILLING PROCEDURES

1. The office of the DuPage County State's Attorney is supported by public funds. Likewise, payment for outside services including those of special assistant state's attorneys is funded by tax dollars appropriated by the DuPage County Board. It is the policy of the DuPage County State's Attorney to insure that during the term of this appointment, special assistant state's attorneys will not continue with nor accept cases on matters in which he/she represents a plaintiff(s) and the County of DuPage or County officials are actual or potential defendants. Exceptions to this policy are only made under circumstances wherein the County's or the Official's interests are nominal, or where such matters or cases seek no affirmative relief against such defendants.
2. Billing for your services should be done on a monthly basis. All bills will be reviewed and approved by a Civil Division Supervisor.
3. The hourly rate shall not exceed the rate of \$200 for services.
4. Billed time should be shown in **1/10 hour** increments.
5. Expenses and time charges should be shown separately. In this regard, it is the policy of the office to reject expenses and/or charges for the following:
 - a. Car rentals or taxi fares for traveling;
 - b. Separate word processing or secretarial charges;
 - c. Fax services;
 - d. Personal delivery services;
 - e. U.S. Mail and postage services;
 - f. Internal Photocopy charges;
 - g. Multiple attorney attendance in court or depositions;
 - h. Charging separately for each attorney's time at intra-office meetings; and
 - i. Charging for attorney's time in responding to Auditor's letters of inquiry.

Exception to the foregoing can be made, but only in extraordinary circumstances and with the prior approval or request of the State's Attorney's Office.

6. Billing statements should include identification of matters worked on, the dates that services were rendered and identification of attorneys who rendered such services. A description of the services rendered is required for each date entry.
7. All statements should be sent to Lisa A. Smith, Chief Civil Bureau, for processing. A **voucher must accompany each statement and must only show the current charges.**