



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

July 11, 2023

Jennifer Pohlenz  
LEECHTISHMAN  
LEECH TISHMAN FUSCALDO & LAMPL, LLC  
600 W. Jackson Blvd, Suite 100  
Chicago, IL 60661

Re: **Appointment as an Assistant State's Attorney**

Dear Ms. Pohlenz:

This letter updates the terms of your previous appointment as a Special Assistant State's Attorney for the special and limited purpose of consulting and reviewing environmental legal issues for the DuPage County Division of Transportation.

The hourly rate for Special Assistant State's Attorney's has increased to \$200 for services, and the attached Outside Counsel Billing and Case Progress Procedure has been updated to reflect that rate. Beginning 12/1/23 the new rate of \$200 should be used. Payment of fees will be paid for and processed through the DuPage County Division of Transportation. To confirm this agreement, please sign a copy of this letter and return to my office in care of Barbara Q. Reynolds, Deputy Chief of the Civil Bureau.

Please contact Ms. Reynolds for any further information you may need. Ms. Reynolds will serve as your contact within my office. She may be reached at (630) 407-8272. I also would ask that you keep her advised of all matters pertaining to your representation of DuPage County.

Sincerely,

**Signature on file**

Robert B. Berlin  
DuPage County State's Attorney

Agreed: **Signature on file** te: *July 12, 2023*  
Jennifer Pohlenz *J* *8*

**ROBERT BERLIN**  
**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 Bureau 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 Barbara Q. Reynolds, Deputy Chief Civil Bureau, for processing. A **voucher** must accompany each statement and must only show the **current charges**.