

Tier ¹	Annual Goals ²	Duties and Advancement Requirements
Tier 1 Associate Attorney Recent Graduate Minimal Experience Expected timeline in tier 1: 2 years	• Independently handle ≈30 cases • 1600 hours billed and collected with minimal oversight • Accomplish all requirements to necessitate promotion to Attorney	Duties 1. Complete training and onboarding 2. Independently handle own caseload as well as assignments from other attorneys 3. Hit revenue requirements with minimal supervision To Move to Tier 2 — Attorney 1. Learn BFL's mission and core values 2. Bill all time in real time with 100% accuracy 3. Master implementing Billing Phrases 4. Learn and abide by Stop Work Order system 5. Maintain client satisfaction score of 9/10 6. Obtain an average of 2–3 5-star client reviews per month 7. Consistently follow BFL's policies and procedures 8. Conduct paralegal meetings at 9/10 level 9. Shadow depositions and trials/arbitrations with Senior Attorneys 10. Conduct at least a. 80 mediations b. 40 hearings total³, including at least 5 different hearing types of those listed below: i. Temporary Orders ii. Motion to Enforce iii. Protective Order iv. Temporary Restraining Order v. Child Protective Order vi. Rule 60 vii. Relocation viii. Informal custody trial ix. Alimony termination x. Statement of Discovery Issues xi. Discovery sanctions

¹ All expected timelines in this column, regarding all tiers, assume full-time status.

² All #s in this column, regarding all tiers, may be different depending on leadership responsibilities (e.g., team lead) and part-time v. full-time status. Full-time status is assumed throughout this document.

³ CMCs don't count, regardless of tier.

		xii. Rule 35 examination xiii. UCCJEA motion xiv. Other similar proffer-based hearing c. 4–5 depositions/evidentiary hearings d. 2–3 custody evaluations 11. Use at least 3 separate types of experts listed below on 2–4 cases during time in Tier 1: a. Custody evaluator b. Mediation-based custody evaluator c. Vocational evaluator d. Psychosexual evaluator e. Non-custody evaluator child-related expert (e.g., parent-time coordinator, family systems therapist, special master, etc.) f. Forensic accountant g. Business valuator h. Private investigator i. Historical appraiser 12. Become proficient in using discovery tools (subpoenas, subpoenas duces tecum, requests production, requests for admissions, etc.) 13. Attend 30 hours of skills-based trial and mediation training 14. Fulfill all duties assigned by Team Lead and Managing Partner 15. Complete mentoring meetings 16. Establish and complete personal goals in consultation with Team Lead 17. Team Lead and paralegal must confirm Attorney is prepared for move to Tier 2
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Tier	Annual Goals	Duties and Advancement Requirements
Tier 2 Attorney Completed all Associate Attorney requirements or compatible experience Expected timeline in tier 2: 2–3 years	• Independently handle ≈30 cases • At least \$700,000 in collected revenue per year without oversight	Duties 1. Independently handle caseload 2. Hit revenue requirements without supervision To Move to Tier 3 — Senior Attorney 1. All requirements listed above for moving to Tier 2 2. Teach BFL’s mission and core values 3. Bill all time in real time with 100% accuracy 4. Abide by Stop Work Order system 5. Maintain client satisfaction score of 9/10 6. Obtain an average of 2–3 5-star client reviews per month 7. Consistently follow BFL’s policies and procedures 8. Conduct paralegal meetings at 9/10 level 9. Do 1–2 consultation blocks per month 10. Conduct a. 40 mediations per year b. 20 hearings total per year, having experienced at least 8 of the following different hearing types of those listed below: i. Temporary Orders ii. Motion to Enforce iii. Protective Order iv. Temporary Restraining Order v. Child Protective Order vi. Rule 60 vii. Relocation viii. Informal custody trial ix. Alimony termination x. Statement of Discovery Issues xi. Discovery sanctions xii. Rule 35 examination xiii. UCCJEA motion xiv. Other similar proffer-based hearing c. 2–3 depositions per year

		d. 1–2 custody evaluations per year 11. Use experts on 3–5 cases per year, having used at least 5 of the types listed below during time in Tier 2: a. Custody evaluator b. Mediation-based custody evaluator c. Vocational evaluator d. Psychosexual evaluator e. Non-custody evaluator child-related expert (e.g., parent-time coordinator, family systems therapist, special master, etc.) f. Forensic accountant g. Business valuator h. Private investigator i. Historical appraiser 12. First-chair at least 2 trials/arbitrations 13. Complete 15 hours per year of skills-based family law/trial training 14. Increase frequency and skill in using discovery tools (subpoenas, subpoenas duces tecum, requests production, requests for admissions, etc.) 15. Unofficially mentor Tier 1 attorneys 16. Establish and complete personal goals in consultation with Team Lead 17. Attend 6 family law-related events per year (e.g., AFCC, AAML, family law executive committee, CLEs, mediation day, pro se calendar) 18. Team Lead, paralegal, and Managing Partner must confirm Attorney is prepared for move to Tier 3
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Tier	Annual Goals	Duties and Advancement Requirements
Tier 3 Senior Attorney Completed all Senior Attorney requirements or compatible experience Expected timeline in tier 3: 1–3 years	• Independently handle ≈30 cases • At least \$700,000 in collected revenue per year without oversight	Duties 1. Independently handle caseload 2. Hit revenue requirements without supervision 3. Begin assuming leadership positions in the firm and legal community To Move to Tier 4 — Partner 1. All requirements listed above for moving to Tier 3 2. Teach BFL’s mission and core values 3. Help recruit A-level talent to BFL 4. Bill all time in real time with 100% accuracy 5. Abide by Stop Work Order system 6. Maintain client satisfaction score of 9/10 7. Obtain an average of 1–2 5-star client reviews per month 8. Consistently follow BFL’s policies and procedures 9. Conduct paralegal meetings at 9/10 level 10. Do 2–4 consultation blocks per month 11. Conduct a. 40 mediations per year b. 20 hearings per year c. 3–5 depositions per year d. 2–4 custody evaluations per year 12. Use experts on 5–7 cases per year 13. First-chair 1–2 trials/arbitrations annually, helping Tier 1–2 attorneys second-chair 14. Complete 10 hours per year of skills-based family law/trial training 15. Expertly use discovery tools (subpoenas, subpoenas duces tecum, requests production, requests for admissions, etc.) 16. Mentor Tier 1–2 attorneys 17. Establish and complete personal goals in consultation with Team Lead/Managing Partner 18. Teach at least three team meeting trainings or Divorce Attorney 101 sessions per year 19. Be involved in house or outside legal leadership positions (bar committee, AFCC board or committee, charity board, inhouse leadership) or marketing organization (BNI) 20. Attend 6 family law-related events per year (e.g., AFCC, AAML, family law executive committee, CLEs, mediation day, pro se calendar) 21. Managing Partner, paralegal, and Marco must confirm Senior Attorney is prepared for move to Tier 4

Tier	Annual Goals	Compensation and Benefits	Duties and Advancement Requirements
Tier 4 Partner Completed all Partner requirements or compatible experience	•Independently handle ≈30 cases •At least \$700,000 in collected revenue per year without oversight	Standard Compensation •35% of collections up to annual minimum full-time billable requirement •55% of collections above annual minimum full-time billable requirement Additional Compensation •Origination fee: 10% •Recruiting referrals 1. Attorney: \$10,000 2. Paralegal: \$5000 3. Staff: \$2000 •PC close: \$350 •5-star Google Review: \$50 Benefits •85% family medical insurance •100% dental insurance •100% vision insurance •401k match up to 4% •CLE credits •Bar association dues •Malpractice insurance	Duties 1. Handle caseload and leadership assignments 2. Hit revenue requirements for self and reports (if any) without supervision 3. Embrace leadership positions in the firm and legal community To Maintain Tier 4 — Partner 1. All requirements listed above for moving to Tier 4 2. Teach and exemplify BFL's mission and core values 3. Obtain an average of 1–2 5-star client reviews per month 4. Conduct mentoring meetings with Tier 1 attorneys 5. Teach team meeting trainings 6. Help Tier 2–3 attorney first-chair their own trials/arbitrations 7. Participate in at least one BFL leadership level activity, e.g.: team lead, committee, recruiting, etc. 8. Maintain client satisfaction score of 9/10 9. Conduct paralegal meetings at 9/10 level 10. Help recruit A-level talent to BFL 11. Complete 10 hours per year of skills-based family law/trial training 12. Participate in at least 1 legal leadership position (e.g., charity board, bar association committee, AFCC committee) 13. Attend 4 family law-related events per year (e.g., AFCC, AAML, family law executive committee, CLEs, mediation day, pro se calendar)