

Adjusting Commercial Rates and Suit Fees

Overview

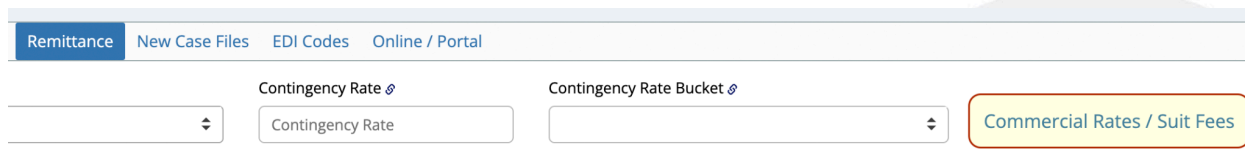
This help document provides instructions for adjusting commercial rates and suit fees in CMPOnline, either at the client level or for individual case files. For Flat Rates/Fees, please refer to our [Contingency Rates and Buckets](#) help file.

Client Settings

To update commercial rates and suit fees for all files under one client, you can do so by editing the client settings.

- Visit the client's settings one of two ways:
 - Navigate to Contacts > Clients and search for the client you wish to edit.
 - On the main case file screen, click the blue "Client" link just above the client's name and click on "Details" in the client summary popup.
- From either screen, click "Settings".
- Click on the "Remittance" tab.
- On the first line will be your Contingency Rate settings. Click on the "Commercial Rates / Suit Fees" link.

NOW jump down to "Commercial Rates / Suit Fees" Settings.



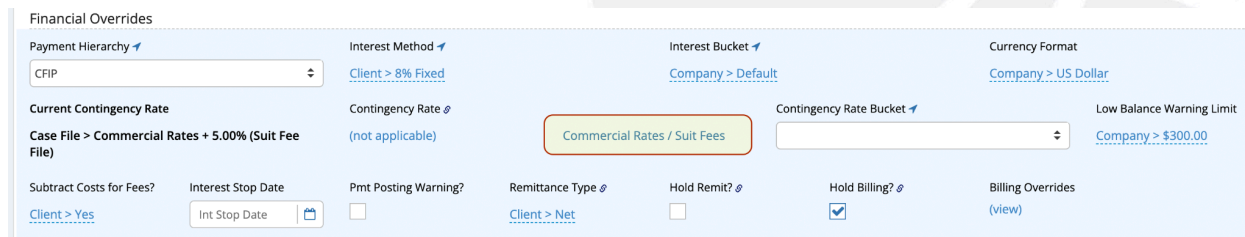
The screenshot shows the "Remittance" tab selected in the client settings. It displays fields for "Contingency Rate" and "Contingency Rate Bucket", both with dropdown arrows. A "Commercial Rates / Suit Fees" link is highlighted in a red box on the right side of the form.

Case File Settings

To update commercial rates and suit fees for only one specific file, you can do so by editing the case file settings.

- Visit Case File > Main > Settings tab.
- Under the Financial Overrides, click on the "Commercial Rates / Suit Fees" link.

NOW jump down to "Commercial Rates / Suit Fees" Settings.



The screenshot shows the "Financial Overrides" section of the case file settings. It contains several sub-sections: "Payment Hierarchy" (set to CFIP), "Interest Method" (set to Client > 8% Fixed), "Interest Bucket" (set to Company > Default), and "Currency Format" (set to Company > US Dollar). The "Current Contingency Rate" section shows "Case File > Commercial Rates + 5.00% (Suit Fee File)". The "Contingency Rate" field is set to "(not applicable)". The "Contingency Rate Bucket" field has a dropdown arrow. The "Low Balance Warning Limit" is set to "Company > \$300.00". Other fields include "Subtract Costs for Fees?" (set to Client > Yes), "Interest Stop Date" (with a calendar icon), "Pmt Posting Warning?" (checkbox), "Remittance Type" (set to Client > Net), "Hold Remit?" (checkbox), "Hold Billing?" (checkbox), and "Billing Overrides" (with a "view" link). A "Commercial Rates / Suit Fees" link is highlighted in a red box.

Adjusting Commercial Rates and Suit Fees

Commercial Rates / Suit Fees Settings

- In the Commercial Rates / Suit Fees popup box, click on “add suit fee bracket” in the bottom left.
- Required fields: Rate, Amount From, Amount To.
Tip 1: Advance by one cent when starting a new bracket so as not to confuse the calculations.
Tip 2: Other than ensuring decimal points are entered correctly is to set the final bracket to a maximum amount to prevent unintended limits.
- If a suit has already been filed and will apply to the rate brackets, enter the Suit Fee Rate in the “Add’l Contingent Fee w/ Suit” field and make sure you check the box that the Suit Fee Applies next to the appropriate brackets.
Note 1: If a suit fee is already assigned on the client level, adding a suit fee to the file level will add to the existing suit fee rate.
Note 2: These same steps apply for the “Add’l Contingent Fee w/ Judgment” bucket.
- SAVE

The one small difference between the client level and case file level settings: the client level shows the “Non-Contingent Suit Fees” boxes. Because each firm handles these fees differently, please reach out to a CMPOnline Representative for more information.

Commercial Rates / Suit Fees

NOTE: The first Suit Fee Bracket's "Amount From" field should *always* be \$0.00 for the calculations to be accurate.

Rate	Collections Amount Range		Days (from Referral) Range		Suit Fee Applies?	
	Amount From	Amount To	Days From	Days To		
18.0000%	\$0.00	\$2,000.00	(not set)	(not set)	<input checked="" type="checkbox"/>	
13.0000%	\$2,000.01	\$25,000.00	(not set)	(not set)	<input checked="" type="checkbox"/>	
10.0000%	\$25,000.01	\$99,999,999.99	(not set)	(not set)	<input checked="" type="checkbox"/>	

Add'l Contingent Fee w/ Suit
(rebuild client NCSF rate)

Contingent Suit Fee (override)
Contingent Suit Fee Override

Add'l Contingent Fee w/ Jdg
Contingent Jdg Fee

add suit fee bracket

load rates / save current rates

CANCEL

SAVE

Adjusting Commercial Rates and Suit Fees

Loading and Saving Current Rates

If you have other clients and/or files who will need to use the same bracketed contingency rates and suit fees, you also have the option to save your rate structure for future use.

To save current rates to load later on:

- Enter your rate brackets as previously detailed.
- Click “save current rates”.
- Enter an appropriate Filter Name.
- SAVE

To load previously saved rates:

- Click the load error beside the rate name you wish to load.
Note: you can also delete rates from this area if you no longer use the brackets saved.
- Once CMP confirms the rates are loaded, review everything and click SAVE.

Load Saved Setting ×

Show All Users? ☐ FALSE ☒

Filter Name	
Commercial C Rates	 
Test Rates	 

CANCEL

Questions?

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