
From: jeffrey E. <jeevacation@gmail.com>
Sent: Wednesday, April 15, 2015 1:39 PM
To: Melanie Spinella
Subject: Fwd: Paralegal Secondment

do you mean a 21 year old kid a recent college=grad was supposed to be debriefing eileen about trusts, llc, b=nks , authorities. offshore fiing histories.????!!!! =AO you and I were told this was under control

----- Forwarded message -----

From: Halperin, Alan S [REDACTED]
Date: =ue, Apr 14, 2015 at 2:18 PM
Subject: Paralegal Secondment
To: "=effrey E." <jeevacation@g=ail.com <mailto:jeevacation@gmail.com> >

Jeffrey, please let me provide you with a timeline a=d a description of projects.

A.Timeline

1. =AO On Tuesday, February 24th, Brad requested a=paralegal "to review and organize some files on all of our inter e=ity notes that currently exist or might have existed in the last 36 month=." In response to my inquiry as to how long the person would be needed, Brad responded that he hoped it would=take three to four days.

2. =AO As we sought to locate the appropriate paralegal with =he requisite skills, our assistant manager of corporate paralegals, Daniel=e Martin, coordinated with Ada. We asked for starting and ending dat=s. Ada suggested that the paralegal start on February 26th and conclude on March 6th.=/u>

3. =AO We arranged for Will Holstrom, a recent college gradua=e, to report to Elysium on Thursday, February 26th.</=>

4. =AO On Friday, March 6th, Ada and Rich D =99Agostino advised Will that they would need him to work on the following =onday and Tuesday, March 9th and 10th.=/p>

5. =AO On March 10th, Ada advised Will that he wou=d be needed through March 20th.

6. =AO At that point, we realized that, given the extended st=y, we needed to have a formal secondment letter. I therefore sent a =etter, on March 13th, memorializing the understanding that Elys=um seconded Will, commencing on February 26th and continuing through March 20th. We agr=ed to charge Elysium our cost (\$5,262 per month), rather than Will=E2 s billable rate of \$245 per hour.

7. =AO On March 19th, Will reminded Ada that his l=st day would be March 20th. She asked Will if he would be=willing to stay longer. He indicated that, as he enjoys his Paul, Weiss jo=, he would like to return. Ada asked whether

he would be in a position to complete the existing projects by the following day, and he confirmed that he would be able to do so. He completed the open projects.

B.Projects

1. =AO Will created a spreadsheet of all of the intra-family notes, mostly involving the trusts. I am told there were approximately 80 notes. Once the spreadsheet was completed, Will located bank statements or other back-up materials to match up with the numbers in the spreadsheet. This was the main project.<=>

2. =AO Will created several structure charts, all for the same entities, but reflecting different information (for example, managers, officers and flow of funds).

3. =AO Will also scanned and filed documents, as requested.

Alan

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