

Athena Payment Policy

Athena Advocacy | Effective 8/28/ 2026 | Last Updated 10/26/2026

This policy explains how invoices for our services are billed, what happens if a payment is missed, and how we will work with you if life gets in the way. It is part of our fee schedule and service agreements. This is only applicable to non-court supervised matters and Reservation of Service Annual Maintenance Fee invoices.

Billing & Due Date

Invoices for services are issued after work is performed monthly. Payment is due within 30 days of the invoice date (net 30). Payment instructions accompany every invoice, and automatic payment is available.

Reminders

If an invoice remains unpaid 15 days after its due date, we will send a reminder. At 30 days past due, a member of our team will contact you personally to resolve the balance or arrange a payment plan.

Finance Charge

Balances more than 30 days past due accrue a finance charge of 1% per month (12% per year) until paid. We would much rather work out a payment plan with you than charge interest rates. If paying an invoice is difficult, please call us before the due date and we will find a solution together.

Exceptions

- **Good-faith disputes.** If you believe an invoice contains an error, contact us within 30 days of the invoice date. No finance charge accrues on amounts disputed in good faith while we resolve the question together.
- **Approved payment plans.** Accounts current on an agreed payment plan accrue no finance charges.

Continued Nonpayment

If an account remains unpaid more than 60 days past due without contact from you, we will contact you and proceed accordingly. This may result in us resigning in our engaged role or pausing non-essential services where doing so is consistent with our professional and fiduciary obligations and under applicable law. We consider this a last resort, and it is avoidable in nearly every case with a single phone call.

Questions

If you or your family are navigating a hospitalization, incapacity, or a loss, contact us and we will happily work something out. If anything in this policy is unclear, or an invoice does not look right, call us at 802-765-2004. We would always rather talk than send a second notice.