

ENFORCEMENT FEES

Based on our experience, the following costs are a good estimation (each case is unique)

- NOTES:** 1. If the debtor lives in a Court Jurisdiction other than where the judgment was obtain, a **Certificate of Judgment** from the original Court will be required*
2. If the judgment is based on an Order from the Landlord & Tenant Board, a **Certified Order** from the LTB will be required*
* if client requires SP to obtain, additional SP fees and disbursements will be applicable

<u>Garnishments</u> – Employer or Bank (must have specific bank branch)	
• Preparing, filing and serving all Court documents (based on employer/banking information provided by you); commissioning and filing of Affidavits of Service; following-up with the Garnishee and the Court for garnishment	\$ 595.00
• Setting-up, tracking and reconciling Trust Account; receiving and paying out Garnishment Funds	\$105.00
• Preparing, serving and filing Notice of Termination of Garnishment	\$157.50

Approximated Disbursements:	
• Court fee – gets added to the amount the debtor owes you	\$ 125.00
• Mailing costs – to serve the Garnishee and the Debtor	\$ 15.00
• Bank fees – to receive and payout Garnishment funds	deposits and cheques - \$0.50 per; e-Transfers to you - \$1.50 per

<u>WRIT of Seizure and Sale of Land</u>	
• Confirming property ownership; determining proper county/regional municipality; preparing and filing all documents required for the Court and for the Sheriff’s office; follow-up with Sheriff’s office and yourself; recording dates to track for WRIT demand letter to debtor (at 6 months), WRIT renewal deadline	\$ 495.00

Approximated Disbursements:	
• Court fee – gets added to the amount the debtor owes you	\$ 55.00
• Sheriff’s fee – gets added to the amount the debtor owes you	\$ 100.00
• Mailing costs – to Debtor	\$ 1.70

<u>Examinations</u>	
• Completing, filing and arranging service all Court documents; commissioning and filing of Affidavits of Service; appearance at the Court for the Examination; obtaining a copy of the Court Endorsement; follow-up with Court, the process server and yourself	\$ 595.00

Approximated Disbursements:	
• Court fee – gets added to the amount the debtor owes you	\$ 55.00
• Process Serving fee – the Court may allow \$60.00 to be added to the amount the debtor owes you	\$ 95.00

NOTE: if the debtor fails to appear for the Examination (this happens about 25% of the time) then we will ask the Court to find the debtor in contempt and to order a Contempt Hearing (see below for additional costs) and we will request the Court add additional costs to the debtor amount owing (typically the Court will add \$100.00 to the amount the debtor owes you)

<u>Contempt Hearings</u>	
• Completing, filing and arranging service all Court documents; commissioning and filing of Affidavits of Service; review of file and appearance at the Court for the Contempt Hearing, follow-up with Court, process server and yourself	\$ 475.00
Approximated Disbursements:	
• Court fee – gets added to the amount the debtor owes you	none
• Process Serving fee – the Court may allow \$60.00 to be added to the amount the debtor owes you	\$ 95.00

Miscellaneous Services	
• searches: Land Registry, Parcel Registry, Business Name or Corporate Profile, RSLA lien, PPSA lien – per entity, per search	\$ 87.50
• attend Court Office – document filing, review of Court file(s), other reasons: regular / rush	\$ 70.00 / \$ 140.00
• prepare: Demand Letter, Letter to Sheriff, Letter of Instruction or Direction, Standard Release, Terms of Settlement or Payment, Warrant of Committal	\$ 175.00
• all other services including, but not limited to, communications, review of documents, general research, planning, and carriage of file – billed in 1/10 th of an hour increments at \$175.00 per hour (during regular business hours) or \$262.50 per hour (evenings or rush requirement by client) \$350.00 per hour (weekends or holidays requirement by client)	

Sample SP Paralegal Disbursements (not including Court fees, Sheriff’s fees, Government fees, Tribunal fees)	
• Printing or copying per page – \$0.25 black & white / \$0.50 colour; Document tabs - \$0.35 each; Spines & covers – \$0.00; Collating of documents - \$5.00 per document	

Travel out of town (calculated round trip from office): **Time** - \$ 87.50 per hour; **Mileage** - \$ 0.69 per km; **Parking** – variable as billed

Client agrees that H.S.T. will be added to the above fees; **Invoices are to be paid upon receipt; Over-due interest is 12% annually and discounts provided on invoices will not apply after the invoice due date and client owes the invoice amount plus the discounts.** Client agrees that if we have to sue to get our invoice paid, \$350.00 plus HST will be added to the outstanding amount for time spent attempting to secure payment and for pre-litigation services..

print **Client Name:** _____ Signature: _____ Date: _____

print **Witness Name:** _____ Signature: _____