

Plaintiff's Claim – prepare, issue and file	\$ 595.00
Defence – prepare, serve and file	\$ 560.00
Settlement Conference Hearing / Terms of Payment Hearing	
List of Proposed Witness – prepare, serve and file	\$ 175.00
Document Brief (if needed) – prepare, serve and file at same time as LPW	\$ 280.00
Attendance at Hearing – review file and attend, record notes & tasks from Court Endorsement	\$ 385.00
Trial	
Research review (1 hour)	\$ 175.00
Evidence preparation meeting: for each required witness per hour	\$ 175.00
Summons to Witness (if needed) – issue, prepare cheque and cover letter for each witness, arrange service and tracking	\$ 157.50
Offer to Settle – prepare and serve, commission Affidavit of Service	\$ 157.50
Final Document Brief / Authority Brief – prepare and serve	\$ 280.00
Attendance at Trial – review file and attend per day	\$ 1,300.00
Written submissions (if required) – review trial notes, prepare, serve and file	\$ 595.00
Court Clerk Requests – prepare, serve and file	\$ 157.50
Court Date Notices – block date in calendar, schedule all required tasks and deadlines	\$ 35.00
Court Endorsements – receive, review, schedule any subsequent tasks and deadlines	\$ 35.00
Motions	
Requirements – review, block dates in calendar, schedule deadlines for service	\$ 87.50
Documents: Notice of Motion or Responding Affidavit – prepare, serve and file	\$ 385.00
Research (if needed) 1 hour	\$ 175.00
Attendance at Motion – review file and attend: on Consent / Contested	\$ 350.00 / \$ 450.00
Judgment and Enforcement	
Default Judgment: liquidated damages – prepare and issue	\$ 192.50
Default Judgment by Assessment Hearing – prepare and commission client's Affidavit of Damages, file and attend Hearing	\$ 735.00
Certificate of Judgment (for enforcement in another jurisdiction)– prepare and issue; Notice of Termination of Garnishment or Notice of Default Payment – prepare, serve and file	\$ 157.50
Notice of Examination (debtor) – prepare, issue, arrange service; Notice of Garnishment (bank or employer) – prepare, issue and serve; Notice of Garnishment Hearing – prepare, issue and serve	\$ 385.00
Examination or Garnishment or Contempt Hearing – attendance per appearance	\$ 450.00
WRIT – prepare, issue, register with sheriff, schedule reminders for renewal; notification to debtor	\$ 395.00
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, amendment of pleadings, 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 - \$5.00 per document	
Process servers, Expert Witnesses, Skip-tracers – variable as billed	
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 plus HST on the discounts. Client agrees that if we have to sue to get our invoice paid, \$350.00 plus HST plus the Xpresspost disbursement of \$15.00 plus HST will be added to the outstanding amount for time spent attempting to secure payment and for pre-litigation services.