

Plaintiff's Claim – prepare, issue	\$ 665.00
Defence – prepare, serve and file	\$ 630.00
Settlement Conference Hearing / Terms of Payment Hearing	
List of Proposed Witness – prepare, serve and file	\$ 195.00
Document Brief (if needed) – prepare, serve and file at same time as LPW	\$ 310.00
Attendance at Hearing – review file and attend, record notes & tasks from Court Endorsement	\$ 425.00
Trial Research review (1 hour)	\$ 195.00
Evidence preparation meeting: for each required witness per hour	\$ 195.00
Summons to Witness (if needed) – issue, prepare cheque and cover letter for each witness, arrange service and tracking	\$ 175.00
Offer to Settle – prepare and serve, commission Affidavit of Service	\$ 175.00
Final Document Brief / Authority Brief – prepare and serve	\$ 310.00
Attendance at Trial – review file and attend per day	\$ 1450.00
Court Clerk Requests – prepare, serve and file	\$ 175.00
Court Date Notices – block date in calendar, schedule all required tasks and deadlines	\$ 39.00
Court Endorsements – receive, review, schedule any subsequent tasks and deadlines	\$ 39.00
Motions	
Requirements – review, block dates in calendar, schedule deadlines for service	\$ 98.00
Documents: Notice of Motion or Responding Affidavit – prepare, serve and file	\$ 430.00
Research (if needed) 1 hour	\$ 195.00
Attendance at Motion – review file and attend: on Consent / Contested	\$ 390.00 / \$ 500.00
Judgment and Enforcement	
Default Judgment: liquidated damages – prepare and issue	\$ 215.00
Default Judgment by Assessment Hearing – prepare and commission client's Affidavit of Damages, file and attend Hearing	\$ 820.00
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	\$ 175.00
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	\$ 430.00
Examination or Garnishment or Contempt Hearing – attendance per appearance	\$ 500.00
WRIT – prepare, issue, register with sheriff, schedule reminders for renewal; notification to debtor	\$ 440.00
Miscellaneous Services – applicable disbursement(s) if any, are in addition to fees for services	
searches: Land Registry, Parcel Registry, Business Name or Corporate Profile, RSLA lien, PPSA lien – per entity, per search	\$ 97.50
attend Court Office – document filing, review of Court file(s), other reasons: regular / rush	\$ 78.00 / \$ 156.00
prepare: Demand Letter, Letter to Sheriff, Letter of Instruction or Direction, Standard Release, Terms of Settlement or Payment, Warrant of Committal	\$ 195.00

All other services including, but not limited to, communications, review of documents, amendment of pleadings, general research, planning, and carriage of file – billed in 1/10th of an hour increments at \$195.00 per hour (during regular business hours)

PREMIUM HOURLY RATES: BEFORE 9am or AFTER 5pm weekdays or RUSH during day: **\$292.50 per hour**; WEEKENDS or HOLIDAYS: **\$390.00 per hour**

Sample SP Paralegal Disbursements (does not include Court fees, Sheriff's fees, Government fees, Tribunal fees which we pay on your behalf)

Printing or copying per page – \$0.30 black & white / \$0.60 colour; Document tabs - \$0.35 each; Spines & covers – \$0.00;
 Collating - \$6.00 per document • Process servers, Expert Witnesses, Skip-tracers – variable as billed

Travel out of town (calculated round trip from office): **Time** - \$ 97.50 per hour; plus **Mileage** - \$ 0.69 per km; plus **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 SP has to sue to get our invoice paid, \$390.00 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. All fees subject to change with 30 days' notice.

I, the Client, agree to be bound by the above fee estimates. I understand Sterling Paralegal will work with me towards by desired outcome but that there is no guarantee of results because all legal matters are subject to many possible variables outside their control/influence.

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

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