



<b>Lawyer – Paralegal - Law firm - Legal Services Firm<sup>1</sup></b>	
<b>Court Filing</b>	Starting at \$39.99
<b>Lawyer to Lawyer Personal Serve</b>	Starting at \$39.99
<b>Process Serving</b>	Starting at \$49.99 (includes up to 3 attempts and sworn affidavit)
<b>Legal Aid Files (LAO)<sup>2</sup></b>	
<b>Court Filing</b>	Starting at \$59.99
<b>Process Serving</b>	Starting at \$64.99 (includes up to 3 attempts and sworn affidavit)
<b>Non-legal parties (general public)<sup>3</sup></b>	
<b>Court Filing</b>	Starting at \$59.99
<b>Process Serving</b>	Starting at \$64.99 (includes up to 3 attempts and sworn affidavit) <sup>5</sup>
<b>Fax services</b>	First page \$1.00 subsequent pages \$.25 each
<b>Commissioning of Documents</b>	Starting at \$5.00 (rates dependent on material)
<b>Additional Services<sup>4</sup></b>	
<b>Rush Fee (court file and process serve only)</b>	\$25.00 (within 24 hours)
<b>Out of town KM's</b>	.40/km (charged on all LAO files)
<b>Legal Agent Service</b>	\$75.00 per hour (based on availability)
<b>Mail Services</b>	\$49.99 per month (minimum 3 months)
<b>Internal/External Filing Services</b>	Starting at \$25 per hour or \$160 per day
<b>After-hour Answering Services</b>	Starting at \$49.99/mth
<b>Printing and Binding Services<sup>5</sup></b>	
<b>Black and White</b>	\$.10 per page
<b>Colour</b>	\$.39 per page
<b>Same day printing/copying rush fee</b>	\$15.00 (subject to availability)
<b>Administrative Services</b>	Starting at \$25 per hour



## **Footnotes**

### **1. Lawyer, Paralegal, Law or Legal Services firm information:**

- a. Court filing includes one hour and half of wait time; additional hours will be billed at \$9.99 to a maximum of 3 hours
- b. Lawyer to Lawyer personal serve based on one attempt only. Additional attempts are \$9.99 to a maximum of 3 attempts
- c. No fee will be charged to commission pre-filled affidavit. Incomplete or blank affidavits will be charged \$5.00 to complete
- d. Not available for Legal Aid Ontario files. All fees will be billed as one lump sum, unless detailed billing is requested.

### **2. LAO Billing and Deferral Program**

- a. 60 day grace period for payment to be made. Late payment of \$20.00 administrative fee will be applied to accounts that remain unpaid after 60 day reminder
- b. No fee will be charged to commission pre-filled affidavit. Incomplete or blank affidavits will be charged \$5.00
- c. Eligible for represented parties where invoice is being billed directly to lawyer or firm approved for LAO billing
- d. We need to know right away that the file is for an LAO client. If not, we will bill as regular law related file, which may cause conflicts with LAO billing system. Lawyer can risk not having monies owed reimbursed by LAO because of it.

### **3. Non-Legal parties – General Public**

- a. Court filing includes up to 2 hours of wait time.

### **4. Additional services**

- a. Rush fees are added to files needing completion within 24 hours. Based on availability of drivers
- b. Legal agent work is being offered at \$75.00 per hour. Limited to the above named cities and/or standard KM charge of .40/km will apply. Call for quote and availability
- c. Mailing services are currently or office located in Mississauga

### **5. Printing and Binding**

- a. Administrative services will be billed for completing printed documents that require tabbing and binding of documents in an organized manner. Instructions on documents need to be provided in full detail, including where tab inserts should be, what colour the presentation of the document needs and how many copies need to be completed. Services are to assist lawyers in putting together already completed materials. Our services are not a substitution for the full services of a law clerk.

### **6. Cash Back Program**

- a. Lawyers who already have administrative services with Galaxy Professional Services will be credited on their monthly bill with for using our process serving services. The amount will reflect 10% or up to \$5.00 per file for referred. The credits will be applied directly to your monthly bill, lowering the cost you pay for the administrative package each month.

### **7. Bulk Discounts**

- a. Same day, same city, same matter – 10% discount (process serving only)
- b. Same day, same city, same matter – 15% discount (courthouse)
- c. Same day, same household discount – 50% discount (process serving only)