

# LEGAL DOCUMENT MANAGEMENT, INC.

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## SCHEDULE AND COST OF SERVICES (Single Job Basis)

### LAW CLERKING FEES

#### DALEY CIVIC CENTER – LAW, MUNICIPAL, CHANCERY, COUNTY, DOMESTIC RELATIONS AND PROBATE:

General Filing.....	15.00+
File Suit / Place Summons with Sheriff / Publication.....	25.00
Obtain Certified Copies.....	20.00+
Check Status of Case.....	15.00
Set up Motion Hearing.....	15.00
Check for Service of Summons.....	15.00
Draft and File Appearance; Obtain Municipal Trial Date.....	30.00
Draft and Issue Subpoenas.....	35.00
Draft and File Releases.....	35.00
Obtain Transcript.....	35.00
Xerox court files.....	20.00+
Obtain citations.....	50.00/ Hour
File Will in Probate.....	20.00
Obtain Letters (Probate).....	25.00
File and Set Up Adoption, Name Change Pleadings.....	20.00
<b>COURT CALLS (Except Probate):</b>	
Law, Municipal and Divorce Motion and Trial Calls.....	35.00+
Law Div. Progress Call and Chancery Call.....	35.00+

#### FEDERAL AND BANKRUPTCY COURTS:

All Civil and Bankruptcy Filings.....	35.00
Set up Motion.....	35.00
Order and Xerox File.....	35.00
Obtain Docket Sheets, Certified Copies of Orders of Discharge, Proof of Claim, etc.....	35.00
Research Court Records for Filings.....	35.00
Federal Archive Retrieval.....	50.00/ Hour

#### COOK COUNTY AND CITY HALL:

Record Document with Recorder of Deeds.....	35.00/ Hour
Tax Lien with Recorder of Deeds.....	45.00
UCC Search.....	35.00
Obtain Current Duplicate Tax Bill.....	25.00
Obtain Legal Description.....	35.00
Obtain Tract Search.....	50.00/ Hour
Obtain Birth, Marriage, Death Certificates.....	35.00
Obtain Water Department Certificate.....	45.00+
Obtain Zoning Certificate.....	35.00+

#### INDUSTRIAL COMMISSION:

Appear at Status and Motion Hearings (W. C.).....	35.00
Filings: Applications, Settlements, Motions.....	25.00
Research Industrial Commission database.....	50.00/ Hour

#### POLICE HEADQUARTERS AND TRAFFIC COURT:

Obtain Police Reports.....	45.00
Obtain Driver's Abstract.....	35.00
File Traffic Court Appearances, Motions.....	35.00
Traffic Court Calls.....	35.00+

#### MISCELLANEOUS SERVICES:

Out-of-State Matters: Draft & File Petition for Issuance of Subpoena on Out-of-State Cause; Appear before Court for entry of Order; draft & issue subpoenas (all counties).....	200.00+
Paralegal fee to draft Orders, Motions, etc.....	50.00/ Hour
Bulk Certified Mailings (e.g. Zoning Applications)	50.00/ Hour
Word Processing.....	50.00/ Hour
<i>(This schedule of our fees does not include disbursements.)</i>	
Additional Fee to Advance Disbursements:	
Up to - \$50.00.....	2.50
50.01 - 100.00.....	5.00
100.01 - 150.00.....	7.50
150.01 - 200.00.....	10.00

– FEES FOR SERVICES NOT LISTED AVAILABLE UPON REQUEST –

– AVAILABLE FOR EMERGENCY OR TEMPORARY, SHORT-TERM PROJECTS –

– FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE • ADDITIONAL CHARGE FOR RUSH SERVICE –

**FREE PICK UP & DELIVERY IN LOOP – CALL FOR VOLUME CLERKING RATES**