

**LEGAL DOCUMENT MANAGEMENT, INC.**  
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SCHEDULE AND COST OF SERVICES (Single Job Basis)

LAW CLERKING FEES

<p><b>DALEY CIVIC CENTER- Law, Municipal, Chancery, County, Domestic Relations and Probate:</b></p> <p>General Filing.....25          File Suit/Place Summons with Sheriff/Publications.....40          Obtain Certified Copies.....25          Check Status of Case.....25          Set Up Motion Hearing.....25          Check for Service of Summons.....25          Draft and File Appearance; Obtain Municipal Trial Date.....35          Draft and Issue Subpoenas.....45          Draft and File Releases.....35          Obtain Transcript.....40          Xerox Court Files.....30+          Obtain Citations.....50.00/HR          File Will in Probate.....25          Obtain Letters (Probate).....40          File and Set Up Adoption, Name Change Pleadings.....30</p> <p><b>COURT CALLS(Except Probate):</b>          Law, Municipal and Divorce Motion and Trial Calls.....50          Law Div. Progress Call and Chancery Call.....50</p> <p><b>FEDERAL AND BANKRUPTCY COURTS:</b>          All Civil and Bankruptcy Filings.....45          Set Up Motion.....45          Order and Xerox File.....45          Obtain Docket Sheets, Certified Copies of Orders of Discharge,</p>	<p><b>COOK COUNTY AND CITY HALL:</b></p> <p>Record Document with Recorder of Deeds.....45+/HR          Tax Lien With Recorder of Deeds.....45          UCC Search.....45          Obtain Current Duplicate Tax Bill/Estimates.....45          Obtain Legal Description.....35+          Obtain Tract Search.....50.00/HR          Obtain Birth, Marriage, Death Certificates.....35          Obtain Water Department Certificate.....50+35</p> <p><b>INDUSTRIAL COMMISSION:</b></p> <p>Appear at Status and Motion Hearings (W.C.).....50          Filings: Applications, Settlements, Motions.....45          Research Industrial Commission Database.....50.00/HR</p> <p><b>POLICE HEADQUARTERS AND TRAFFIC COURT:</b></p> <p>Obtain Police Reports.....45          Obtain Driver's Abstract.....35          File Traffic Court Appearances, Motions.....35          Traffic Court Calls.....50+</p>
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Proof of Claim, etc.....45 Research Court Records for Filings....45 Federal Archive Retrieval.....75/HR Deliver Courtesy Copy.....45	<b>MISCELLANEOUS SERVICES:</b>  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).....400 Paralegal fee to draft Orders, Motions, etc.....50.00/HR Bulk Certified Mailings (e.g. Zoning Applications).....50.00/HR Word Processing.....50.00/HR <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
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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**