amata
LAW OFFICE SUITES™

Service & Support Pricing

Effective January 1, 2027

† City, State & Federal taxes may be applied when applicable.

** Tax, fees, and applicable 911 charges may apply on phone services.*

OPTIONAL SERVICE ENHANCEMENTS

Optional Service Enhancements	Rate
Set Up Access Card and Office Key *(keys must be returned upon move-out or charge will apply)*	**$110.00 / person**
Office Key *(some exclusions may exist)*	**$55.00 / key**
Building Access Card	**$55.00 / card**
Dedicated IP Address	**$27.00 / month**
Rack Storage *(any location)*	**$120.00 / month**
IT Support	**Quoted by IT Company**
Computer Equipment / Network Setup	**Quoted by IT Company**
eFax 250 Incoming/Outgoing (*add'l $0.06/page)*	**$10.50 / month**
Request of 312 Fax Number	**$25.00 one-time**
Live Reception and Phone Base Plan	**$29.00 / month**
Toll-Free Line Charge	**Quoted by Phone Carrier**
Port Request (*inbound / outgoing)*	**$68.00 / request**
Catering	**Cost + 30%**
Office Refresh / Repaint *(occupied +$150)*	**From $350.00**
Storage *(select locations)*	**See Manager**
Private Day Office *(non-clients; subject to availability)*	**$75.00 / day**
At-Home Physical Phone	**$29.00 / month**
Call Reporting — Monthly	**$5.00 / report**

ADMINISTRATIVE SUPPORT SERVICES

Administrative Support Services	Rate
Hourly rates billed in 1/6th-hour increments.	
Basic Administrative Support On-Site	**$75.00 / hour**
Messenger	**Cost + 30%**
FedEx	**Cost + 30%**
Postage Services	**Cost + 30%**
Black & White Copies / Print	**$0.20 / page**
Scanning	**$0.10 / page**

Administrative Support Services	Rate
Scanning Support *(time-based)*	**$75.00 / hour**
Color Copies / Prints	**$0.60 / page**
Binding *(office supply cost + admin time)*	**See note**
Incoming / Outgoing Fax	**$0.30 / page**
Shredding	**$1.25 / lb.**
Office Supplies	**Cost + 30%**
Other Suite Charges	**Cost + 30%**
Mail Handling Plan (Business Address, Virtual Office & Virtual Office Plus; unlimited mail notifications and forwarding handling; scans and postage billed separately)	**$18.00 / month**
Mail Handling — Per Instance (each notification, scan or forward for clients not on the Mail Handling Plan; office clients $8.00 per instance)	**$20.00 / instance**

LEGAL SUPPORT SERVICES

Legal Support Services — Hourly Rates
All work performed under the direction/supervision of an attorney.

Administrative Support Staff On-Site	Paralegal Staff On-Site
$75.00 / hour	**$95.00 / hour**

32% discount available on all administrative and paralegal hourly rates when paid with pre-purchased Amata Coins.

Administrative & Virtual Assistant Support — $75.00/hr

- Assistance with certified mailings
- Scanning / copying documents
- Faxing documents
- Preparation of FedEx
- Set up and coordination of services (phone, copier codes, messenger)
- Catering support / ordering
- Special orders / 3rd party ordering
- Video conferencing set-up
- Bank deposit
- General document / file organization
- Document review and summarization
- Summarization of data
- Record abstraction

- Data entry
- Internet and public database research
- Calendar management
- Meeting scheduling and coordination
- Technological support
- Invoice preparation
- Record compilation
- Non-legal correspondence, transmittal letters, and email
- Document formatting
- Prepare / edit PowerPoint presentations
- Assist with social media
- Create templates / forms / charts / timelines
- Updating case management system
- Enter attorney time / expenses; pay invoices

Notary / Witness Service *$20.00 appointment fee for staff time, plus $5.00 per notarial act (Illinois statutory fee, itemized separately) and $20.00 per Amata staff witness. Travel fees are additional if applicable.*	**$20.00 / appointment + $5.00 / act**
Court Runs *Flat price per run, open to clients and non-clients. Court filing fees and/or legal service fees billed at cost + 30%.*	**$40.00 / $55.00 per run**

Legal Support Services — Hourly Rates *All work performed under the direction/supervision of an attorney.*	
• Standard run — $40.00: courtesy copies, filings at the clerk's counter, document drop-off and pick-up • Counter-service run — $55.00: certified and court file copies, complaints for Sheriff service, Recorder recordings, Secretary of State filings • Runs leave at 10:30 a.m. and 2:30 p.m. (cut-offs 9:45 a.m. and 1:45 p.m.); 1-hour rush +$35.00; scan of stamped copy included • Loop pick-up and counter wait time included; document preparation and docket research billed at hourly rates	
E-Filing *0.5 hr minimum. Attorney pays all associated court costs or filing fees + 30%.* • Review and check court documents are signed, exhibits accounted for, compliant with Supreme Court of Illinois Electronic Document Standards (max file size, OCR'd) • Prepare Notice of Filing, Notice of Motion, Certificate of Service, and forms • Review local rules, court standing orders, and any temporary procedural orders • Spindle or piggyback motion hearing dates; communications with court clerk • Confirm acceptance of filing by the court clerk • E-service available, if needed • Coordinate delivery of courtesy copies, if needed	**$95.00 / hour**
Document Translation *(not certified, not for use in court)*	**$107.00 / hour minimum**
Interpreter — Remote (on demand / Certified)	Available upon request 48 hrs notice required
Interpreter — On-Site (call for additional languages / Certified)	Available upon request 48 hrs notice required
Specialty Services	
Preparation of Table of Authorities *(formatting appellate briefs)*	**$145.00 service fee + time**
Skip Trace — Basic	**$60.00 minimum + time**
Skip Trace — Comprehensive	**$115.00 service fee + time**
Asset Search *(bank accounts)*	**$435.00 service fee + time**
E-Recording *(nationwide; all real estate documents; client credentials required)*	**$90.00 service fee + time**
Filing / Recording Service Fee *(one-off fees associated with e-filing or e-recording)*	**Cost + 30%**

HAND DELIVERIES / PICK-UPS

Hand Deliveries / Pick-Ups — Chicago Loop Area	Rate
Package prepared by client for delivery.	
Standard Request and documents received by 11:30 a.m., delivered same day by 5:00 p.m.	**$32.00**
Urgent Request and documents received after 11:30 a.m., delivered same day by 5:00 p.m.	**$38.00**
Expedited Delivered within one hour after receipt of documents.	**$65.00**

PARALEGAL SERVICES — SCOPE OF WORK

Paralegal Services — Scope of Work

$95.00/hr on-site · All work performed under direction of a licensed attorney

Research

- Internet and public record investigations
- Research of local court rules/procedures; pro hac vice admissions, foreign judgments, out-of-state subpoenas
- Court docket searches and retrieval of documents — state, federal, and administrative
- Obtain police reports
- FOIA requests
- Secretary of State — check records on company status, identify registered agents, obtain corporate records; file applications, amendments, annual reports, deeds, obtain Apostille
- Cook County Recorder — obtain documents, record Deeds, My Dec, obtain full payment certificate, obtain water certificates
- Cook County Assessor's Office — obtain Estimates of Redemption, obtain duplicate tax bill
- City Hall — pay code violation orders

Case Assessment and Discovery

- Fact investigation; interview clients and witnesses
- Organize and maintain case files
- Act as liaison with local counsel
- Draft discovery requests, responses, and help obtain documents from clients
- Prepare document productions (review ESI order, unitize, redact PII/privileged info, Bates number, add Confidential designations, maintain document indices)
- Prepare subpoenas, citations to discover assets, and garnishments
- Review documents for relevance and responsiveness
- Prepare witness files
- Prepare documents/exhibits for mediations, arbitrations, depositions, trials, and motions for summary judgment
- Draft privilege log
- Assist in collecting email in proper format (document review tools)
- E-discovery and complex document reviews

Depositions

- Request copies of deposition, hearing, and trial transcripts in required format
- Review and summarize deposition, hearing, and trial transcripts
- Assist with witness/expert/court reporter scheduling and preparation of exhibits

Medical Summaries

- Draft authorization and request medical facilities to obtain medical records
- Prepare and maintain spreadsheet of medical records requested; follow up with medical facility as needed
- Review, summarize, and prepare chronology of medical records

Litigation

- Electronic filing — state, federal, and administrative (IWCC, IDHR, EEOC)
- Coordinate/schedule court hearings, depositions, mediations, expert witnesses
- Draft simple motions, answers
- Coordinate service of process with Sheriff or private process server
- Draft routine motions, orders, affidavits (motion for leave to file sealed exhibits, motions for extension of time, motion to appoint special process server, motion for alternative service)
- Appear for clerk's status call; administrative hearings; enter agreed orders

Trial / Appeals

- Coordinate trial arrangements, including courtroom set up and use of equipment
- Coordinate and/or assist in preparing demonstrative exhibits
- Prepare hearing, mediation, and trial notebooks
- Prepare witness and exhibit lists
- Exhibit preparation and organization
- Prepare jury instructions and motions in limine

Corporate Transactions

Paralegal Services — Scope of Work

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- Prepare organizational documents, including articles of incorporation or dissolution, stock certificates, and merger agreements
- Draft contracts — employment contracts, non-compete agreements, non-disclosure agreements, etc.

Banking and Finance Transactions

- Prepare and review loan agreements, joint venture agreements, credit agreements, and ancillary documents
- Handle UCC searches and filings
- Handle mortgage and lien related filings
- Assist with venture capital investment documents
- Prepare closing statements
- Respond to lender's know-your-customer requests (Fannie/Freddie documents)

Additional Work

- Advanced document production
- Document review projects, coding, and case management
- E-discovery consultation (litigation hold/preservation tools, document review platforms, production planning)
- Collection of basic ESI (custodian interviews, emails, text messages, video, documents)
- Coordination of expert ESI collection (forensic, social networking sites, video, audio, email, text messages)
- Residential and real estate closings

Amata Law Office Suites is not a law firm and does not provide legal services to the general public. All legal support services are performed under the supervision of a licensed attorney in good standing with their state bar association.

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