



# Everyone Legal Clinic Menu of Services

Welcome to the Everyone Legal Clinic! We are a first-of-its-kind teaching clinic and legal incubator. We are a unique clinic, and the services we offer are a little different from those you would see at a traditional law firm.

All services offered by the Everyone Legal Clinic are provided by articling student clinicians under the supervision of licensed, experienced lawyers. Since our clinicians are still honing their skills and their work must be reviewed a supervising lawyer, their work may take a little longer than with a traditional law firm. Our service menu is priced to consider the additional time it may take for you to receive your high-quality legal work product.

Our articling clinicians provide “unbundled” legal services. This means that we will not take carriage of your entire legal matter; rather, we can assist you with a discrete portion of your matter. When you retain the services of a clinician, they will assist you with one (or more) of the legal services outlined below and will not be able to assist you outside of the scope of that service. We are always happy to refer you to additional resources if you require more assistance than we can give you.

Please note, the prices outlined in this menu are for services provided by articling student clinicians only. If you wish to work with an Everyone Legal Clinic Community Lawyer, they will provide you with a quote for their services directly. Community Lawyers receive engagements from the clinic but work independently from the clinic and will have their own menu of services.

## TABLE OF CONTENTS

<b>FAMILY LAW SERVICES .....</b>	<b>2</b>
CASE ASSESSMENT .....	2
COHABITATION OR MARRIAGE AGREEMENT .....	2
SEPARATION AGREEMENT .....	3
UNCONTESTED DIVORCE (PHASE 1) .....	3
UNCONTESTED DIVORCE (PHASE 2) .....	4
PREPARATION FOR COURT (INCLUDING FAMILY MANAGEMENT CONFERENCE OR JUDICIAL CASE CONFERENCE).....	4
DRAFTING DOCUMENTS TO BEGIN A COURT ACTION.....	5
 <b>RESIDENTIAL TENANCY LAW SERVICES .....</b>	 <b>6</b>
CASE ASSESSMENT .....	6
DEMAND LETTER OR NOTICE TO END TENANCY .....	6
APPLICATION TO RTB FOR DISPUTE RESOLUTION.....	7
WRITTEN SUBMISSIONS FOR RTB HEARING .....	7
REPRESENTATION AT RTB HEARING .....	7



**EMPLOYMENT LAW SERVICES ..... 8**

CASE ASSESSMENT ..... 8

DEMAND LETTER OR SETTLEMENT PROPOSAL ..... 8

NOTICE OF CLAIM OR REPLY TO A CLAIM ..... 8

EMPLOYMENT STANDARDS ACT PROCESS..... 9

HUMAN RIGHTS TRIBUNAL PROCESS ..... 9

EMPLOYMENT AGREEMENT ..... 9

DOCUMENT MANAGEMENT..... 10

SETTLEMENT CONFERENCE ..... 10

TRIAL CONFERENCE ..... 10

TRIAL PREPARATION ..... 11

**WILLS & ESTATES LAW SERVICES ..... 12**

CASE ASSESSMENT ..... 12

DEMAND LETTER ..... 12

BASIC WILL..... 12

BASIC POWER OF ATTORNEY..... 13

REPRESENTATION AGREEMENT..... 13

NOTICE OR RESPONSE TO CIVIL CLAIM..... 13

NOTICE OF APPLICATION OR APPLICATION BY WAY OF A PETITION OR REQUISITION ..... 14

ESTATE ADMINISTRATION (WITH WILL) ..... 14

ESTATE ADMINISTRATION (WITHOUT WILL) ..... 15

REVIEW OF REJECTED APPLICATION FOR GRANT OF ADMINISTRATION OR GRANT OF PROBATE..... 15

**CIVIL LAW SERVICES..... 16**

CASE ASSESSMENT ..... 16

DEMAND LETTER OR SETTLEMENT PROPOSAL ..... 16

NOTICE OF CLAIM OR REPLY TO A CLAIM..... 16

DOCUMENT MANAGEMENT..... 17

SETTLEMENT CONFERENCE ..... 17

TRIAL CONFERENCE ..... 17

TRIAL PREPARATION ..... 18

**CRIMINAL LAW SERVICES ..... 19**

CASE ASSESSMENT ..... 19

SENTENCING ..... 19



## Family Law Services

### Case Assessment

*Cost: \$100 engagement fee + \$550 (\$650 total)*

For a client with a new or ongoing family law dispute, a case assessment can serve as the roadmap that sets out what steps you need to take to settle or resolve your family law issues. We will interview you to better understand the context and circumstances surrounding your legal dispute. We will conduct legal research and analysis to identify the applicable law and apply it to your legal situation. We will review relevant documents (if applicable), such as court orders and documents (typically up to 50 pages of documents but this may vary depending on your circumstances).

We will provide you with a **comprehensive legal opinion** that sets out the relevant facts, law, and analysis, and provides you with your options and our recommendations for next steps. We may provide this legal opinion in writing, or at a zoom meeting, or in a combination of both, at our discretion.

*Note: court preparation or appearances are not included in a case assessment*

### Cohabitation or Marriage Agreement

*Cost (basic): \$100 engagement fee + \$1,100 (\$1,200 total)*

*Cost (complex): \$100 engagement fee + \$1,900 (\$2,000 total)*

For clients who are contemplating marriage or moving in with a partner, we can draft you a cohabitation or marriage agreement that you can provide to the other party.

We will interview you to better understand the context and circumstances of the proposed agreement. If needed, we will conduct legal research and analysis to identify the applicable law and apply it to your legal situation and review relevant documents (typically up to 50 pages of documents but this may vary depending on your circumstances).

We will explain to you the applicable laws and advise you on the issues to address in the agreement and the terms to include in the agreement. We may provide these explanations and advice verbally, in writing, or both. We will then seek your instructions on the contents of the agreement and prepare a draft for your review and comments. Once the draft is complete, we will schedule a final zoom meeting with you, of about one hour, to review the draft agreement together. We will also provide guidance about providing the draft agreement to the other party and signing the agreement.

After you provide the draft agreement to the other party, they may want to negotiate changes to the agreement before they sign it. The scope of work above does not include these additional negotiations and revisions. If you need further assistance from us, please contact us, and if we can assist, we will offer you a new scope of work and the fee for that work.



## Separation Agreement

***Cost (basic): \$100 engagement fee + \$1,400 (\$1,500 total)***

***Cost (mid-level): \$100 engagement fee + \$1,900 (\$2,000 total)***

***Cost (complex): \$100 engagement fee + \$2,400 (\$2,500 total)***

For clients contemplating or going through separation or divorce, we can draft you a separation agreement that you can provide to the other party.

We will interview you to better understand the context and circumstances of the proposed agreement. If needed, we will conduct legal research and analysis to identify the applicable law and apply it to your legal situation and review relevant documents (typically up to 50 pages of documents but this may vary depending on your circumstances).

We will explain to you the applicable laws and advise you on the issues to address in the agreement and the terms to include in the agreement. We may provide these explanations and advice verbally, in writing, or both. We will then seek your instructions on the contents of the agreement and prepare a draft for your review and comments. Once the draft is complete, we will schedule a final zoom meeting with you, of about one hour, to review the draft agreement together. We will also provide guidance about providing the draft agreement to the other party and signing the agreement.

After you provide the draft agreement to the other party, they may want to negotiate changes to the agreement before they sign it. The scope of work above does not include these additional negotiations and revisions. If you need further assistance from us, please contact us, and if we can assist, we will offer you a new scope of work and the fee for that work.

## Uncontested Divorce (Phase 1)

***Cost (with kids): \$100 engagement fee + \$250 (\$350 total)***

***Cost (no kids): \$100 engagement fee + \$50 (\$150 total)***

Sometimes called a “Desk Order Divorce”, we can prepare the documents needed to obtain a divorce order after all other issues in your family law matter have been resolved.

We will interview you to better understand the context and circumstances of your matter. If we consider your matter unsuitable for an uncontested divorce application, we will explain why and suggest any steps that you need to take before you can apply for an uncontested divorce.

If your case is suitable for an uncontested divorce application, we will prepare the necessary documents and provide written instructions on how to sign them, file them in court, and serve them on the other party when needed. We do not sign, file, or serve documents on your behalf.

If there are no Supreme Court proceedings for a divorce in your case, then the first stage would be to prepare a Notice of Family Claim, which you will sign, file in court, and arrange to serve on other party. We will prepare the Notice of Family Claim and provide written instructions on how to sign them, file them in court, and serve them on the other party.

The Notice of Family Claim in this service is for a divorce only. If additional issues need to be addressed, we will provide a different scope of work at a different fee.



## Uncontested Divorce (Phase 2)

*Cost (with kids): \$100 engagement fee + \$250 (\$350 total)*

*Cost (no kids): \$100 engagement fee + \$50 (\$150 total)*

The second stage of the uncontested divorce application involves preparing additional documents. We will prepare these documents and provide written instructions on how to sign them and file them in court.

This service and these fees only apply if the only order sought is a divorce order, the matter is straightforward, and the only service needed is preparation of the standard documents for an uncontested divorce. In any other situation, we will provide a different scope of work at a different fee.

## Preparation for Court (Including Family Management Conference or Judicial Case Conference)

*Cost: \$100 engagement fee + \$800 + \$500/ day in court (includes full or partial days in court)*

*(i.e. 1-day in court = \$1,400; 3-days in court = \$2,400)*

We can help you prepare for a Family Management Conference or a Family Settlement Conference (Provincial Court), or a Judicial Case Conference or settlement conference (Supreme Court). This service includes a **Case Assessment**.

This service will include our advice on what to expect at the conference and what orders you should ask for.

*Note: This service does not include representation in court.*

### IF NEEDED, WE CAN ADD THE FOLLOWING SERVICES:

- **Preparation of a Financial Statement: \$450**
- **Preparation of an Affidavit: Please inquire with your clinician for cost**

### *Notes on affidavits and financial statements:*

- *These services do not include taking your signature on the financial statement or the affidavit and do not include filing these documents in court or serving them on the other party. We will provide information on how to sign, file, and serve, and you will be responsible for taking these steps.*
- *You will often need to attach documents to financial statements and affidavits. We will advise you on which documents to attach but you will be responsible for obtaining and attaching these documents.*



## Drafting Documents to Begin a Court Action

*Cost: \$100 engagement fee + \$950 (\$1,050 total)*

We can prepare the documents you need to begin a family court action in the BC Provincial Court or the BC Supreme Court. This service includes a **Case Assessment**.

Based on our case assessment and your instructions, we will draft a Notice of Family Claim (if you begin a court action in the BC Supreme Court), or an Application About a Family Law Matter (if you begin a court action in the BC Provincial Court). Please note in some Provincial Court cases, the applicable form to start a court action is an Application About a Priority Parenting Matter; if that applies in your case, then we will prepare the Application About a Priority Parenting Matter).

### IF NEEDED, WE CAN ADD THE FOLLOWING SERVICES:

- **Preparation of a Financial Statement: \$450**
- **Preparation of an Affidavit: Please inquire with your clinician for cost**

#### *Notes on affidavits and financial statements:*

- *These services do not include filing your documents or serving them on the other party. They also do not include taking your signature on a financial statement or an affidavit. We will provide information on how to sign, file, and serve documents, and you will be responsible for taking these steps.*
- *You will often need to attach documents to financial statements and affidavits. We will advise you on which documents to attach but you will be responsible for obtaining and attaching these documents.*



## Residential Tenancy Law Services

### Case Assessment

*Cost: \$100 engagement fee + \$400 (\$500 total)*

Whether you are considering whether to enter into a residential tenancy agreement or dealing with a protracted dispute, a case assessment will provide you a roadmap to understand your legal situation and make an informed decision moving forward.

We will review up to 50 pages of documents, such as emails or other correspondence, tenancy agreements, and notices, as well as any documents you have received from the Residential Tenancy Branch (e.g. a Notice of Dispute Resolution Proceeding). We will interview you to better understand the context and circumstances surrounding your legal dispute. We will conduct legal research and analysis to identify the applicable law and apply it to your legal situation.

We will provide you with a **comprehensive legal opinion** that sets out the relevant facts, law, and analysis, and provides you with your options and our recommendations to move forward with confidence.

### Demand Letter or Notice to End Tenancy

*Cost with Case Assessment: \$100 engagement fee + \$600 (\$700 total)*

*Cost without Case Assessment: \$100 engagement fee + \$275 (\$375 total)*

We can help you demand action from your landlord or tenant. For landlords, we can prepare a Notice to End Tenancy (i.e. eviction notice) for you.

This service can be added onto a Case Assessment or can be offered as a standalone service. Where it is not being added onto a Case Assessment, preparation of a Demand Letter or Notice to End Tenancy will also include our review of up to 50 pages of documents.

We will draft a letter on your behalf and send it by email to the party (or parties) that you identify. You will be responsible for serving any eviction notices, though we can provide guidance in this regard.



## Application to RTB for Dispute Resolution

*Cost: \$100 engagement fee + \$350 (\$450 total)*

We can help you initiate an RTB claim or apply to dispute an eviction notice.

We will interview you, review your evidence, and draft an application for RTB dispute resolution along with a supporting evidence package, to be filed and served together. You will be responsible for filing the application with the RTB and for service of the dispute package on the other parties, although we can offer guidance in this regard.

## Written Submissions for RTB Hearing

*Cost: \$100 engagement fee + \$650 (\$750 total)*

We can prepare written submissions for your RTB hearing.

This service includes a **Case Assessment**.

## Representation at RTB Hearing

*Cost: \$100 engagement fee + \$1,100 (\$1,200 total)*

We will appear with you and represent you at your scheduled RTB hearing.

This service includes a **Case Assessment** and **Written Submissions** (where applicable).





## Employment Law Services

### Case Assessment

*Cost: \$100 engagement fee + \$400 (\$500 total)*

Whether you are considering whether to accept a new job offer or you have a dispute with a current or former employee or employer, a case assessment will be your roadmap to understanding your legal situation and making an informed decision moving forward.

We will review up to 50 pages of documents, such as emails, invoices, or contracts, as well as any tribunal and court documents. We will interview you to better understand the context and circumstances surrounding your legal dispute. We will conduct legal research and analysis to identify the applicable law and apply it to your legal situation.

We will provide you with a **comprehensive legal opinion** that sets out the relevant facts, law, and analysis, and provides you with your options and our recommendations to move forward with confidence.

### Demand Letter or Settlement Proposal

*Cost: \$100 engagement fee + \$600 (\$700 total)*

We can help you put an employer or employee on notice that you believe you have a claim against them for damages, and to demand that they compensate you for your loss.

This service includes a **Case Assessment**. We will draft a letter on your behalf and send it by email to the people and companies that you identify. If you wish to send the letter by courier or registered mail, you will be responsible for that task. If we receive a response, we will review the response with you and advise you as to next steps.

### Notice of Claim or Reply to a Claim

*Cost: \$100 engagement fee + \$700 (\$800 total) + disbursements*

We can help you initiate a lawsuit or respond to one that has been filed against you.

This service includes a **Case Assessment**. We will draft a Notice of Claim or Reply and file it in Court on your behalf. You will be responsible for serving the filed documents on the other parties, although we can offer guidance in that regard.

*Disbursements: CSO Access Fee, Filing Fee, Corporate Search Fee*



## Employment Standards Act Process

**Cost: \$100 engagement fee + \$600 (\$700 total)**

*(Complaint, response to a complaint, appeal of a decision, or application for reconsideration of a decision)*

We can help you initiate an Employment Standards Branch complaint, respond to a complaint that has been filed against you or your company/organization, appeal a Branch decision, or apply for reconsideration of a Tribunal decision.

This service includes a **Case Assessment**. We will draft the necessary form/s for you to file on your own behalf.

## Human Rights Tribunal Process

**Cost: \$100 engagement fee + \$600 (\$700 total)**

*(Complaint, response to a complaint, application or response to an application)*

We can help you initiate a human rights complaint at the federal or provincial level, respond to a complaint that has been filed against you or your company/organization, make an application, or respond to an application.

This service includes a **Case Assessment**. We will draft the necessary form/s for you to file on your own behalf.

## Employment Agreement

**Cost: \$100 engagement fee + \$500 (\$600 total)**

We can draft a template employment agreement for the purposes of entering into a binding contractual arrangement with an employee or independent contractor, and for re-use in subsequent arrangements.

This service includes a brief **Case Assessment**. We will interview you to determine your contractual needs and requirements, we will research the legal requirements specific to your situation, and we will draft a template employment or independent contract agreement for your initial and continued use.



## Document Management

*Cost: \$100 engagement fee + \$800 (\$900 total)*

We can help you identify and organize the relevant documents in your court claim or complaint, and to identify and demand documents from other parties.

This service includes a **Case Assessment**. We will advise you on what type of documentation you should locate, we will review those documents with you and organize them into a package that can be used in court and produced to the other parties. We will also draft a letter on your behalf demanding documents from other parties, and we will guide you in obtaining documents from third parties not involved in the litigation.

## Settlement Conference

*Cost: \$100 engagement fee + \$1000 (\$1,100 total)*

We can help you prepare for and attend a Settlement Conference.

This service includes a **Case Assessment** and **Document Management**. We will help you prepare a disclosure package in compliance with the Rules of Court that includes key documents and witness lists, and our legal opinion will include our advice on a settlement negotiation strategy. We will also advise you on suggested length of trial and number of witnesses, and what Orders you should ask for at the Settlement Conference.

If you choose to represent yourself at the Settlement Conference, this service includes a 45-minute preparation session.

If you prefer that we attend the Settlement Conference (virtually) to represent you, you must either attend with us or be available by phone, in accordance with the Rules of Court.

## Trial Conference

*Cost: \$100 engagement fee + \$1000 (\$1,100 total)*

We can help you prepare for and attend a Trial Conference.

This service includes a **Case Assessment** and **Document Management**. We will help you prepare a **Trial Statement** in compliance with the Rules of Court, including a Statement of Facts, Book of Documents, and Witness List. Our legal opinion will include our advice on length of trial and what Orders you should ask for at the Trial Conference.

The Rules require that the person responsible for presenting their case at trial attend the trial conference, so unless we are retained to represent you at trial, we cannot attend the trial conference on your behalf. This service includes a 45-minute preparation session.



## Trial Preparation

*Cost: \$100 engagement fee + \$800 + \$500/day of trial (i.e. 1-day trial = \$1,400; 3-day trial = \$2,400)*

We can help you prepare for and attend a trial.

This service includes a **Case Assessment** and **Document Management**. We will help you prepare a **Trial Book** that includes an Opening Statement, Direct Examination of your witnesses, Cross Examination of opposing witnesses, Closing Arguments, Legal Authorities, and grounds for likely objections.

We will help you subpoena witnesses to compel them to attend trial.

If you will be representing yourself at trial this service includes 2 preparation sessions, each one hour long.

If you would like us to represent you at trial for an additional fee, please let us know.



## Wills & Estates Law Services

### Case Assessment

*Cost: \$100 engagement fee + \$400 (\$500 total)*

If you are (or may be) the beneficiary of an estate and you are seeking advice or guidance, we can provide you with a **Case Assessment**. We will review and analyze your legal matter and provide you with a roadmap to understand your legal situation and make an informed decision moving forward.

We will review up to 50 pages of documents, such a will, power of attorney, representation agreement, emails or other correspondence. We will interview you to better understand the context and circumstances surrounding your legal matter. We will conduct legal research and analysis to identify the applicable law and apply it to your legal situation.

We will provide you with a **comprehensive legal opinion** that sets out the relevant facts, law, and analysis, and provides you with your options and our recommendations to move forward with confidence.

### Demand Letter

*Cost: \$100 engagement fee + \$600 (\$700 total)*

If you are a beneficiary (and/or an executor/administrator) of an estate and are trying to obtain information about the estate that another party has refused to provide, we will draft a **demand letter** to demand the other party to comply with their legal obligations.

This service includes a **Case Assessment**. We will draft a letter on your behalf and send it by email to the people and companies that you identify. If you wish to send the letter by courier or registered mail, you will be responsible for that task and related expenses. If we receive a response, we will review the response with you and advise you as to next steps.

### Basic Will

*Cost: \$100 engagement fee + \$200 (\$300 total) + disbursements*

We will draft a **Basic Will** that includes beneficiaries, naming a trustee/executor, appointing guardian for minors (if applicable), and leaving funds to minors (if applicable).

We will assist with the execution of the document.



## Basic Power of Attorney

*Cost: \$100 engagement fee + \$175 (\$275 total)*

We will draft a basic **Enduring Power of Attorney** that names an attorney (and alternate). A power of attorney is a legal document which allows you to appoint someone to make financial decisions for you. These documents are often drafted when an individual is facing an illness which may hinder them from being able to make financial decisions for themselves or preparing for their future.

We will assist with the execution of the document.

*Note: we do not provide complex trust services, including disability trusts and section 7 representation agreements. We cannot help with blended family situations where there is potential for a wills variation action.*

## Representation Agreement

*Cost: \$100 engagement fee + \$175 (\$275 total)*

We will draft a **Section 9 Representation Agreement** that names a representative, and health care related decisions if you ever become incapable. Also known as an enhanced representation agreement, this is a legal document that allows you to appoint someone to make personal and health care decisions for you.

*Note: we do not provide complex trust services, including disability trusts and section 7 representation agreements. We cannot help with blended family situations where there is potential for a wills variation action*

*We currently do not offer electronic will sign offs.*

## Notice or Response to Civil Claim

*Cost: \$100 engagement fee + \$800 (\$900 total) + disbursements*

We will draft and file a **Notice of Civil Claim** to initiate a claim against an estate on your behalf. We can also draft a **Response to a Notice of Civil Claim** if one has been filed and served on you.

You will be responsible for serving documents upon the people who are required to receive notice. We can provide guidance on service requirements and provide guidance on general court procedure.

Disbursements may include Court Services Online (CSO) access fee, filing fee, and land title search (if required).

*Note: we do not provide court representation, scheduling hearings, or communication with registries. We can only provide witnessing of affidavits where it is geographically possible.*



## Notice of Application or Application by way of a Petition or Requisition

*Cost: \$100 engagement fee + \$800 (\$900 total) + disbursements*

We can draft and file a notice of application, petition, or requisition on your behalf in an ongoing estate matter.

We will help review up to 50 documents, identify the legal issue, draft the correct form of an application, and file in court on your behalf. You will be responsible for serving the application on the appropriate parties and we can offer guidance on how to correctly do so.

Disbursements may include Court Services Online (CSO) access fee, filing fee, land title search (if required).

*Note: we do not provide court representation, scheduling hearings, or communication with registries. We can only provide witnessing of affidavits where it is geographically possible.*

## Estate Administration (with will)

*Cost: \$100 engagement fee + \$850 (\$950 total) + disbursements*

We will help you apply to the court for a **Grant of Probate** where a will for the deceased exists, and no one is contesting the will (meaning there are no issues with the estate).

We will help you prepare the correct court forms and affidavits, and we will provide guidance on how and where to file. You will be responsible for conducting a *wills search* and serving all potential beneficiaries with a P1 form called a **Notice of Proposed Application**.

Disbursements may include probate fees, and the client is responsible for ensuring those fees are paid directly to the court.

### Notes:

- *These services do not include filing your documents or serving them on the other party/parties. They also do not include swearing affidavits. We will provide information on how to sign, file, and serve documents, and you will be responsible for taking these steps.*
- *You will often need to attach documents to affidavits as exhibits. We will advise you on which documents to attach but you will be responsible for obtaining and attaching these documents.*
- *We do not correct rejected applications unless the error is clerical, then one rejection is covered by this scope.*



## Estate Administration (without will)

*Cost: \$100 engagement fee + \$850 (\$950 total) + disbursements*

We will help you in applying to the court for a **Grant of Administration** where no will for the deceased exists, no one is contesting the estate; and all potential beneficiaries of the estate agree to you acting as the *Trustee of the Estate* (meaning there are no issues with the estate).

We will help you draft the correct court forms and help you with affidavits and we will provide guidance on how to file and where to file. You will be responsible for conducting a *wills search* and serving all potential beneficiaries with a P1 form called a Notice of Proposed Application.

Disbursements may include probate fees, and the client is responsible for ensuring those fees are paid directly to the court.

*Note: we do not correct rejected applications unless the error is clerical, then one rejection is covered by this scope. We can only provide witnessing of affidavits where it is geographically possible.*

## Review of Rejected Application for Grant of Administration or Grant of Probate

*Cost: \$100 engagement fee + \$500 (\$600 total)*

We offer this service to those who have already submitted an application for a **Grant of Probate**, or a **Grant of Administration** and the application has been rejected by court registry.

We will review the rejection, provide guidance to on how to resolve the issue, and draft an affidavit. You will be responsible for having the affidavit sworn and filing the affidavit.





## Civil Law Services

### Case Assessment

*Cost: \$100 engagement fee + \$400 (\$500 total)*

For clients who wish to pursue or respond to a civil claim, a case assessment will be your roadmap to understanding your legal situation and making an informed decision on how to move forward. We will review up to 50 pages of documents, such as emails, invoices, or contracts, as well as any court documents such as a Notice of Claim or Payment Order. We will interview you to better understand the context and circumstances surrounding your legal dispute. We will conduct legal research and analysis to identify the applicable law and apply it to your legal situation.

We will provide you with a **comprehensive legal opinion** that sets out the relevant facts, law, and analysis, and provides you with your options and our recommendations to move forward with confidence.

### Demand Letter or Settlement Proposal

*Cost: \$100 engagement fee + \$600 (\$700 total)*

We will help you put a person or company on notice that you believe you have a claim against them for damages, and to demand that they compensate you for your loss.

This service includes a **Case Assessment**. We will draft a letter on your behalf and send it by email to the people and companies that you identify. If you wish to send the letter by courier or registered mail, you will be responsible for that task and the associated costs. If we receive a response, we will review the response with you and advise you as to next steps.

### Notice of Claim or Reply to a Claim

*Cost: \$100 engagement fee + \$700 (\$800 total) + disbursements*

This service is to help you initiate a lawsuit or respond to one that has been filed against you.

This service includes a **Case Assessment**. We will draft a Notice of Claim or Reply and file it on your behalf. You will be responsible for serving the filed documents on the other parties, although we can offer guidance in that regard.

*Disbursements: CSO Access Fee, Filing Fee, Corporate Search Fee*



## Document Management

*Cost: \$100 engagement fee + \$800 (\$900 total)*

This service is to help you identify and organize the relevant documents in your claim, and to identify and demand documents from other parties.

This service includes a **Case Assessment**. We will advise you on what type of documentation you should locate. We will review your documents with you and organize them into a package that can be used in court and produced to the other parties. We will also draft a letter on your behalf demanding documents from other parties, and we will guide you in obtaining documents from third parties not involved in the litigation.

## Settlement Conference

*Cost: \$100 engagement fee + \$1000 (\$1,100 total)*

This service is to help you prepare for and attend a Settlement Conference.

This service includes a **Case Assessment** and **Document Management**. We will help you prepare a disclosure package in compliance with the Rules of Court that includes key documents and witness lists, and our legal opinion will include our advice on a settlement negotiation strategy. We will also advise you on suggested length of trial and number of witnesses, and what orders you should ask for at the Settlement Conference.

If you choose to represent yourself at the Settlement Conference, this service includes a 45-minute preparation session.

If you prefer that we attend the Settlement Conference (virtually) to represent you, you must either attend with us or be available by phone, in accordance with the Rules of Court.

## Trial Conference

*Cost: \$100 engagement fee + \$1000 (\$1,100 total)*

This service is to help you prepare for and attend a Trial Conference.

This service includes a **Case Assessment** and **Document Management**. We will help you prepare a **Trial Statement** in compliance with the Rules of Court, including a Statement of Facts, Book of Documents, and Witness List. Our legal opinion will include our advice on length of trial and what orders you should ask for at the Trial Conference.

The Rules of Court require that the person responsible for presenting their case at trial attend the Trial Conference, so unless we are retained to represent you at trial we cannot attend the trial conference on your behalf. This service includes a 45-minute preparation session.



## Trial Preparation

*Cost: \$100 engagement fee + \$800 + \$500/day of trial (i.e. 1-day trial = \$1,400; 3-day trial = \$2,400)*

This service is to help you prepare for and attend a trial and includes a **Case Assessment** and **Document Management**.

We will help you prepare a **Trial Book** that includes an Opening Statement, Direct Examination of your witnesses, Cross Examination of opposing witnesses, Closing Arguments, Legal Authorities, and grounds for likely objections.

We will help you subpoena witnesses to compel them to attend trial.

If you will be representing yourself at trial this service includes 2 preparation sessions, each one hour long.

If you would like us to represent you at trial for an additional fee, please let us know.



## Criminal Law Services

### Case Assessment

*Cost: \$100 engagement fee + \$400 (\$500 total)*

For clients who have been charged with a criminal offence, a case assessment will be your roadmap to understanding the Crown's disclosure package and case against you so you can make an informed decision moving forward.

We will review up to 100 pages of documents, such as police reports, witness statements, expert reports, as well as any court documents such as charging documents and Judicial Interim Release orders. We will interview you to better understand the context and circumstances surrounding the alleged offence. We will conduct legal research and analysis to identify the applicable law and apply it to your case.

We will provide you with a **comprehensive legal opinion** that sets out the relevant facts, law, and analysis, and provides you with your options and our recommendations to move forward.

### Sentencing

*Cost: \$100 engagement fee + \$600 (\$700 total)*

We will help you negotiate a favorable sentencing outcome and prepare for and attend a sentencing hearing. In limited circumstances we may be able to attend court with you, depending on where you are located.

This service includes a **Case Assessment**. We will review the Crown's sentencing position and communicate with Crown on your behalf to attempt to negotiate for a more favorable position. We will draft sentencing submissions and obtain supporting letters and documents on your behalf. If you will be attending the hearing representing yourself, this service includes a one-hour preparation session by phone or video conference to review courtroom procedure.