

2022 Fee Schedule

Process Serving & Courier Rates

Item	Description	Fee
Process Serving		
Downtown Service	<4 KMS – Includes two (2) attempts for one (1) party	\$40.00
Standard Service	>4 KMS – Includes two (2) attempts for one (1) party	\$50.00 + mileage
Additional Parties	Additional parties served at same address and time	\$30.00 per party
Additional Attempt(s)	Any attempt(s) made after SPS has reported the first two (2)	\$30.00 + mileage
Secondary Mail/Email Service	Wherein a party needs to be served by mail or email <i>after</i> an attempt has been made in-person	\$10.00 per party
Fax/Email/Mail Service	Wherein a party needs to be served by fax, mail, or email and no attempt needs to be made in-person	\$30.00 per party
Courier Services – GTA Only		
Standard Delivery	Delivered within 1-2 business days. Not urgent	\$5.00
Overnight Delivery	Delivered by 5 PM, the next day. Unavailable after 4 PM	\$10.00
Express Delivery	Delivered same day by 5 PM. Unavailable after 12 PM	\$20.00
Mileage (courier)	Calculated one-way from our office at 1 First Canadian Place	\$0.60 per KM
Additional Charges		
Mileage (service)	Calculated one-way from our office at 1 First Canadian Place	\$1.25 per KM
Waiting Time	Any service which exceeds a twenty (20) min appointment	\$1.66/minute
Rush Surcharge	Any same-day service received before 1 PM	\$20.00
Uber Rush Surcharge	Any same-day service received after 1 PM	\$40.00
Agency Fee	Retainer of agent outside of Standard Service Area (does not include agent's fees/disbursements)	\$60.00
Virtual Commissioning	Swearing of client's affidavit(s) via Zoom, Skype, etc.	\$10.00 per affidavit

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Court Filings Rates

Item(s)	Description	Fee
e-Filings		
Electronic Filing	Includes one (1) filing/submission via Justice Services Online (JSO) Portal	\$30.00
Court Attendances & Filings		
<ul style="list-style-type: none"> ▪ Toronto SCJ ▪ Ontario Court of Appeal ▪ Federal Court 	Includes one (1) in-person filing/attendance at 330/361 University Ave, or 130 Queen St W, or 180 Queen St W courthouse(s)	\$40.00
<ul style="list-style-type: none"> ▪ Toronto OCJ/SCC ▪ Richmond Hill SCC ▪ Brampton SCJ/OCJ/SCC 	Includes one (1) in-person filing/attendance at 47 Sheppard Ave W, 311 Jarvis St, 855 Major Mackenzie Dr E, or 7755 Hurontario St courthouse(s)	\$55.00
<ul style="list-style-type: none"> ▪ Milton SCJ/OCJ/SCC ▪ Newmarket SCJ/OCJ/SCC ▪ Burlington SCC 	Includes one (1) in-person filing/attendance at 491 Steeles Ave E, 50 Eagle St W, or 2021 Plains Rd E courthouse(s)	\$60.00
<ul style="list-style-type: none"> ▪ Hamilton SCJ/OCJ/SCC ▪ Oshawa SCJ/OCJ/SCC 	Includes one (1) in-person filing/attendance at 45 Main St E, 55 Main St W, or 150 Bond St E courthouse(s)	\$65.00
<ul style="list-style-type: none"> ▪ Orangeville SCJ/OCJ/SCC ▪ Guelph SCJ/OCJ/SCC 	Includes one (1) in-person filing/attendance at 10 Louisa St or 74 Woolwich St courthouse(s)	\$70.00
<ul style="list-style-type: none"> ▪ Kitchener SCJ/OCJ/SCC ▪ Brantford SCJ/OCJ/SCC ▪ Barrie SCJ/OCJ/SCC 	Includes one (1) in-person filing/attendance at 85 Frederick St, 70 Wellington St, or 75 Mulcaster St courthouse(s)	\$75.00
Additional Services		
Rush Surcharge	Any same-day <u>in-person</u> filing received before 1 PM, or Any same-day <u>electronic</u> filing received after 3:30 PM	\$15.00
Uber Rush Surcharge	Any same-day in-person filing received after 1 PM	\$30.00
Disbursements	Any court-fee or tariff paid by SPS on a client's behalf	8% service fee

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Search Rates

Item	Description	Fee
Court Searches		
Litigation Search	Includes one (1) entity at one (1) courthouse – determines if there are any court actions involving said entity	\$25.00
Corporate Search	Includes one (1) entity – determines address and ownership or business by way of corporate profile report	\$35.00 + disbursements
Writ Search	Includes one (1) entity at one (1) sheriff's office – determines if any writs have been filed against said entity	\$25.00 + disbursements
Bankruptcy Search	Includes one (1) entity – determines basic debtor information of all bankruptcies and proposals registered in Canada since 1978	\$25.00
Land Registry Search	Includes one (1) address – determines ownership of parcel	\$30.00 + disbursements
Additional Entities	Each additional entity being searched at same time	\$12.00
Public Viewing Terminal (PVT) Reports		
PVT Report (Toronto)	Includes one (1) Toronto SCJ matter – shows a list of filings, scheduled events, and orders.	\$30.00
PVT Report (GTA)	Includes one (1) matter – Peel, York, Durham, Halton, and Wentworth regions only	\$50.00
Additional Report(s)	Each additional matter being requested from the same jurisdiction at the same time	\$15.00
Ministry of Transportation (MTO) Reports		
Driver's License #	Search MTO database for one (1) individual's driver's license number *** required to pull driving abstract ***	\$25.00 + disbursements
3 Year Driving Abstract	Obtain uncertified copy of one (1) individual's 3-year driving abstract containing their address from MTO	\$50.00 + disbursements
License Plate/VIN #	Obtain uncertified copy of one license plate/VIN report showing ownership of one (1) vehicle from MTO	\$50.00 + disbursements