

# 2023 Fee Schedule

## Process Serving & Courier Rates

Item	Description	Fee
<b>Process Serving</b>		
<b>Downtown Service</b>	<4 KMS – Includes two (2) attempts for one (1) party	\$50.00
<b>Standard Service</b>	>4 KMS – Includes two (2) attempts for one (1) party	\$50.00 + mileage
<b>Additional Parties</b>	Additional parties served at same address and time	\$30.00 per party
<b>Additional Attempt(s)</b>	Any attempt(s) made after SPS has reported the first two (2)	\$30.00 + mileage
<b>Secondary Mail/Email Service</b>	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
<b>Fax/Email/Mail Service</b>	Wherein a party needs to be served by fax, mail, or email and <b>no attempt</b> needs to be made in-person	\$30.00 per party
<b>Mileage (service)</b>	Calculated <b>one-way</b> from our office at 1 First Canadian Place	\$1.30/km
<b>Courier Services – GTA Only</b>		
<b>Standard Delivery</b>	Delivered within 1-2 business days. Not urgent	\$10.00 per stop
<b>Overnight Delivery</b>	Delivered by 5 PM, the next day. Unavailable after 4 PM	\$20.00 per stop
<b>Express Delivery</b>	Delivered same day by 5 PM. Unavailable after 12 PM	\$30.00 per stop
<b>Mileage (courier)</b>	Calculated <b>one-way</b> from our office at 1 First Canadian Place	\$0.80/km
<b>Additional Charges</b>		
<b>Wait Time</b>	Any service which exceeds a twenty (20) min appointment	\$1.66/minute
<b>Printing</b>	Printing of any document which exceeds twenty (20) pages	\$0.08/page
<b>Rush Surcharge</b>	Any same-day service received <b>before</b> 12 PM	\$20.00
<b>Uber Rush Surcharge</b>	Any same-day service received <b>after</b> 12 PM	\$40.00
<b>Agency Fee</b>	Retainer of agent outside of Standard Service Area <b>(does not include agent's fees/disbursements)</b>	\$60.00
<b>Virtual Commissioning</b>	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
<b>e-Filings</b>		
<b>Electronic Filing</b>	Includes one (1) filing/submission via Justice Services Online (JSO) Portal	\$30.00
<b>Court Attendances &amp; Filings</b>		
<ul style="list-style-type: none"> <li>▪ <b>Toronto SCJ</b></li> <li>▪ <b>Ontario Court of Appeal</b></li> <li>▪ <b>Federal Court</b></li> </ul>	Includes one (1) in-person filing/attendance at 330/361 University Ave, or 130 Queen St W, or 180 Queen St W courthouse(s)	\$50.00
<ul style="list-style-type: none"> <li>▪ <b>Toronto OCJ/SCC</b></li> <li>▪ <b>Richmond Hill SCC</b></li> <li>▪ <b>Brampton SCJ/OCJ/SCC</b></li> </ul>	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)	\$60.00
<ul style="list-style-type: none"> <li>▪ <b>Milton SCJ/OCJ/SCC</b></li> <li>▪ <b>Newmarket SCJ/OCJ/SCC</b></li> <li>▪ <b>Burlington SCC</b></li> </ul>	Includes one (1) in-person filing/attendance at 491 Steeles Ave E, 50 Eagle St W, or 2021 Plains Rd E courthouse(s)	\$70.00
<ul style="list-style-type: none"> <li>▪ <b>Hamilton SCJ/OCJ/SCC</b></li> <li>▪ <b>Oshawa SCJ/OCJ/SCC</b></li> </ul>	Includes one (1) in-person filing/attendance at 45 Main St E, 55 Main St W, or 150 Bond St E courthouse(s)	\$80.00
<ul style="list-style-type: none"> <li>▪ <b>Orangeville SCJ/OCJ/SCC</b></li> <li>▪ <b>Guelph SCJ/OCJ/SCC</b></li> </ul>	Includes one (1) in-person filing/attendance at 10 Louisa St or 74 Woolwich St courthouse(s)	\$90.00
<ul style="list-style-type: none"> <li>▪ <b>Kitchener SCJ/OCJ/SCC</b></li> <li>▪ <b>Brantford SCJ/OCJ/SCC</b></li> <li>▪ <b>Barrie SCJ/OCJ/SCC</b></li> </ul>	Includes one (1) in-person filing/attendance at 85 Frederick St, 70 Wellington St, or 75 Mulcaster St courthouse(s)	\$100.00
<b>Additional Services</b>		
<b>Rush Surcharge</b>	Any same-day <u>in-person</u> filing received <b>before</b> 12 PM, or Any same-day <u>electronic</u> filing received <b>after</b> 3 PM	\$20.00
<b>Uber Rush Surcharge</b>	Any same-day in-person filing received <b>after</b> 12 PM	\$40.00
<b>Disbursements</b>	Any court-fee or tariff paid by SPS on a client's behalf	8% service fee
<b>Document Reproduction</b>	Any reproduction of court documents which exceeds a twenty (20) min appointment <b>*** does not include attendance fee – see above ***</b>	\$1.66/hour + disbursements

# 2023 Fee Schedule

## Search Rates

Item	Description	Fee
<b>Court Searches</b>		
<b>Litigation Search</b>	Includes one (1) entity – determines if there are any ONSC actions involving said entity	\$30.00
<b>Corporate Search</b>	Includes one (1) entity – determines address and ownership or business by way of corporate profile report	\$40.00 + disbursements
<b>Writ Search</b>	Includes one (1) entity at one (1) sheriff's office – determines if any writs have been filed against said entity	\$40.00 + disbursements
<b>Bankruptcy Search</b>	Includes one (1) entity – determines basic debtor information of all bankruptcies and proposals registered in Canada since 1978	\$40.00
<b>Land Registry Search</b>	Includes one (1) address – determines ownership of land parcel	\$50.00 + disbursements
<b>Additional Entities</b>	Each additional entity being during same request	\$15.00
<b>Public Viewing Terminal (PVT) Reports</b>		
<b>PVT Report</b>	Includes one (1) ONSC matter – shows a list of filings, scheduled events, and orders.	\$40.00
<b>Additional Report(s)</b>	Each additional ONSC matter being searched during the same court-attendance	\$20.00
<b>Ministry of Transportation (MTO) Reports</b>		
<b>Driver's License #</b>	Search MTO database for one (1) individual's driver's license number *** <b>required to pull driving abstract</b> ***	\$30.00 + disbursements
<b>3 Year Driving Abstract</b>	Obtain uncertified copy of one (1) individual's 3-year driving abstract containing their address from MTO	\$60.00 + disbursements
<b>License Plate/VIN #</b>	Obtain uncertified copy of one license plate/VIN report showing ownership of one (1) vehicle from MTO	\$60.00 + disbursements

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