PARALEGAL PRO SERVICES

Legal Service Area	Services	Rate / Hour
Civil and Corporate Litigation	• Drafting Complaint • Service process • Drafting Interrogatories and Requests for Production of Documents • Drafting Answers to Interrogatories and Requests for Production of Documents • Contacting the client to prepare for answering discovery • Motion to Compel • Notice of Hearings • Certificate of Service • Scheduling Hearing with the Court • Electronic Filing • Mailing copies to opposing counsel • Service process setup • Request copies of hearing or trial transcripts • Request copies of deposition transcripts • Provide a detailed summary of the trial or deposition transcript	$45 /Hr
Personal Injury	• Summaries of your client's medical records • Draft Medical Authorizations • Draft correspondence to client for signature of authorization • Draft correspondence to medical facility enclosing the authorization and requesting copies of the medical records • Preparation of a spreadsheet which is used to track what records have or have not been received	$45 /Hr

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	• Follow up with the medical facility to obtain the proper requested medical records • Drafting discovery requests • Request medical records • Summarize medical records • Summarize depositions and other transcripts • Prepare Exhibits • Trial Notebooks • Trial Exhibit Books • Witness summaries • Contact witnesses	
Real Estate	• Claim of Liens • Demand Letter • Dispossessory cases • Civil Claims • Garnishments • Indexing Deeds • Lis Pendens	$45 /Hr
Family Law	• Summons and Complaint • Interrogatory and Document Requests • Answering Discovery • Motions • Briefs • Child Support Calculation • Child Support and Parenting Time • Trial Preparation • Legal Research • Scheduling Depositions • Scheduling Hearings • Docketing • Filing Documents Electronically • Parenting Time Schedules	

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	• Asset and Debt Spreadsheets • Scheduling Mediations	
Administrative	• Calendaring • Docket search and retrieval • Scheduling court hearings • Electronic filing through local courts and/or CM/ECF • Retrieve documents from Pacer • Legal research • Mailings • Scanning • Creating spreadsheets • Creating pdfs • Bates stamp and document Indexing • Scheduling appointments • Drafting correspondence • Schedule Mediations and set up court reporters • Scheduling and set up depositions • Pickup and Drop off Office Files	$45 /Hr Travel $2/mile
Legal Research	• Westlaw • Lexis • Fastcase • Google Scholar	$45 /Hr

- Paralegal Pro LLC cannot provide legal services to individuals. We can only provide paralegal services to attorneys. If you need legal advice please contact an attorney.
- Rates will be based on an hourly rate of $45.00 per hour plus expenses incurred including, but not limited to postage and filing fees. We require a retainer and the amount will be determined by the needs of your Law Firm. If you would like more information setup a free consultation.