

**AMATA LAW OFFICE SUITES™**  
**Program Service Pricing V20 – Effective 1/01/2024**

**Administrative Support Services:**

**(Hourly rates billed in 1/10<sup>th</sup> hour increments)**

<b>Basic Administrative Support</b> (Price per hour)	\$65.00/hour
<b>Messenger</b>	Cost + 30%
<b>Fed-Ex</b>	Cost + 30%
<b>Postage Services</b>	Cost + 30%
<b>Black &amp; White Copies/Print</b> (Price per Page)	\$0.20
<b>Scanning</b> (Price per Page)	\$0.05
<b>Scanning Support</b> (Time Based)	\$65.00/hour (Admin Support Time)
<b>Color Copies/Prints</b> (Price per page)	\$0.55
<b>Binding</b>	(Office Supply costs +Admin Support Time)
<b>Incoming/Outgoing Fax</b> (Price per page)	\$0.30/page
<b>Shredding</b>	\$1.25 per lb.
<b>Office Supplies</b>	Cost + 30%
<b>Other Suite Charges</b>	Cost + 30%
<b>Mail Notification/Inquiry</b>	\$65.00/hour (Admin Support Time)
<b>Mail Open/Scanning</b>	\$65.00/hour (Admin Support Time)

**Services and Corresponding Prices**

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<b>Set up Access card and office key</b> upon move-out or charge will apply)	\$100 /person (keys must be return
<b>Office Key</b> (Some exclusions may exist)	\$50.00/key
<b>Building Access Cards</b>	\$50.00/card
<b>Dedicated IP address</b>	\$25.00/month
<b>Rack Storage</b> (any location)	\$115.00/Month
<b>IT Support</b> (Price per hour)	Variable starting at \$255/Hour.
<b>Computer Equipment/Network Setup</b> (Price per hour)	“To be quoted by IT Company.”
<b>eFax 250</b> incoming/outgoing (Add 'l \$.05)	\$10/month.
Request of 312 Fax number	\$25/One-time charge
<b>Live Reception and Phone Base Plan</b>	\$55/month
<b>Toll-Free line charge*</b>	To Be Quoted by Phone Carrier
<b>Port Request</b> (inbound/exiting request)	\$65
<b>Catering</b>	Cost plus 30%
<b>Office Refresh/Repair</b>	\$300 Starting Price (Occupied +\$110)
<b>Storage</b> (Select Locations)	See Manager
<b>At home physical Phone w/Virtual Program</b>	\$150 One-time fee; \$25/Month
<b>Call reporting “Monthly”</b>	\$20/report
<b>Call reporting “Weekly”</b>	\$15/report
<b>Call reporting “Daily”</b>	\$10/report

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

\*Tax, fees and applicable 911 charges may apply.

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<b>LEGAL SUPPORT SERVICES HOURLY RATES</b> (All work is performed under the direction/ supervision of an attorney. Unless noted otherwise, pricing is based on staff minimum hourly rate.)	
<b>Administrative Support Staff \$65/hour</b>	<b>Paralegal Staff \$85-120/hour</b>
<b>Senior Paralegal Staff \$120-165.00/hour</b> (Dependent on work being completed)	
<b>Administrative &amp; Virtual Assistant Support</b>  -Assistance with certified mailings -Scanning/copying documents -Faxing documents -Preparation of FedEx -Set up assistance and coordination of services (Phone, copier codes, messenger) -Catering Support/Ordering -Faxing Support -Special Orders/3 <sup>rd</sup> 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

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<p><b>Notary/Witness Service</b>          -this service includes travel and convenience fees,</p>	<p>\$75.00/hour Minimum          (.1 minimum charge; includes \$1.00 fee for any notarial act. Travel and convenience fees additional if applicable.</p>
<p><b>Court Runs</b>          -Research/review court docket and request/obtaincopies of court documents.          -Assemble, print, and prepare courtesy copies.          -Assemble, print, prepare documents for delivery toSheriff’s office for service of process.          -Assemble, print, prepare documents for delivery orfiling with IL Workers’ Comp Commission, Secretary of State’s office, Cook County Clerk’s office, Cook County Assessor’s office, IDHR, EEOC, etc.</p>	<p>(Minimum charge 0.5          Court filing fees,and/or legal service fees billed plus 30%)</p>
<p><b>E-filing</b>          -Review and check to ensure court documents are signed, all exhibits accounted for, documents are compliant with the Supreme Court of Illinois’ Electronic Document Standards (i.e. within max file size, OCR’d).          -Prepare Notice of Filing, Notice of Motion,Certificate of Service, and forms.          -Review of local rules, court’s standing orders, &amp;any temporary procedural orders in place.          -Spindle or piggyback motion hearing dates, and anycommunications with court clerk.          -Confirm acceptance of filing by the court clerk.          -E-service available, if needed.          -Coordinate delivery of courtesy copy, if needed.</p>	<p>(Minimum charge 0.5; Attorney pays for any associated court costs or filing fees plus 30%)</p>
<p><b>Document translation</b> (not certified, not for use incourt)</p>	<p>\$100.00/hour Minimum</p>
<p><b>Interpreter – remote</b> (on demand/Certified)</p>	<p>Available upon request 48 hours’ notice to avoid expediting fees.</p>
<p><b>Interpreter - on-site</b> (call for additional languages/Certified)</p>	<p>Available upon request 48 hours’ notice to avoid expediting fees.</p>

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**Research:**

- Internet and public record investigations.
- Research of local court rules/procedures; *pro hac vice* admissions, foreign judgments, out of states subpoenas.
- Court docket searches and retrieval of documents – state, federal, and administrative.
- Obtain police reports.
- FOIA requests.
- Secretary of State - check various records on whether a company is active/inactive and identify their registered agents for service and obtain secretary of state corporate records on companies; file applications, amendments, annual reports, deeds, obtain Apostille, etc.
- 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 client(s) and witness(es).
- Organize and maintain case files.
- Act as liaison with Local Counsel.

<b>Preparation of Table of Authorities</b> -formatting appellate briefs	\$135.00 service fee <b>time</b> -based charges
<b>Skip Trace-Basic</b>	\$55 minimum fee time-based charges for any analysis/investigation
<b>Skip Trace-Comprehensive</b>	\$105 service fee + time-based charges for any analysis/investigation
<b>Asset Search</b> (bank accounts)	\$405 service fee+ time-based charges
<b>E-recording</b> -Nationwide; all real estate documents (Client Credentials required)	\$85.00 service fee + time-based charges (does not include any county recording fee)
<b>Filing/Recording Service Fee</b>	Any one-off fees associated with the e-filing or e-recording +30%
<b>Hand deliveries/pick-ups</b> (In Chicago Loop area; package prepared by you for delivery)	
<b>Standard</b> – request and documents received by 11:30 a.m. delivered same day by 5:00 p.m.	<b>Standard</b> - \$30.00
<b>Urgent</b> – request and documents received after 11:30 a.m. delivered same day by 5:00 p.m.	<b>Urgent</b> - \$35.00
<b>Expedited</b> – delivered within the hour after receipt of documents.	<b>Expedited</b> - \$60.00

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- Draft discovery requests, responses, and help obtain documents from clients.
- Prepare document productions (review and follow ESI order regarding production format, ensure documents are unitized, redact confidential, PII, privileged information, Bates number, add Confidential designations, create/maintain document indices, i.e. pleadings index, production log with documents received or produced).
- Prepare subpoenas, citations to discover assets, garnishments.
- Review documents for relevance.
- Review documents for responsiveness.
- Prepare witness files.
- Prepare documents/exhibits - mediations, arbitrations, depositions, trial, motions for summary judgment.
- Draft privilege log.
- Assist in collecting email in proper format (if using a document review tool).
- E-discovery and complex document reviews.

**Depositions:**

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

**Medical Summaries:**

- Draft authorization and request to medical facility to obtain medical records.
- Prepare and maintain spreadsheet of medical records requested and 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.

*See Paralegal for details on the following:*

- Draft routine motions, orders, affidavits (i.e. 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 Transaction**

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- Prepare organizational documents, including articles of incorporation or dissolution, stockcertificates and merger agreements.
- Draft contracts, such as employment contracts and non-compete agreements, non-disclosureagreements, etc.

**Banking and Finance Transactions**

- Prepare and review loan agreements, joint venture agreements, credit agreements andassociated 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, casemanagement.
- E-discovery consultation (tools for litigation hold/preservation, document review platforms, document productionplanning, etc.).
- Collection of basic ESI (custodian interviews, emails, text messages, video,documents).
- Coordination of expert collection of ESI(forensic, social networking sites, video, audio, email, text messages, etc.).
- Residential and Real Estate Closings

**Conference Room Access**

**How it works**

**For our Amata Private Office, “Live Reception & Phone w/ Business Address”, “Virtual Office” and “Virtual Office Premium” members:**

- Lounge and open workspace at any Amata center during regular business hours – free of charge
- As part of our membership program, conference room credits may be purchased monthly for \$8.50 each. Every month, the members will have additional credits added to their credit bank. These credits will remain valid for as long as membership is active. Once purchased, no refunds will be available. Credits are not eligible to be transferred to other members or non-members.
- To reduce the costs to our members and guests, conference rooms and day offices may be reserved in 15-minute increments:
  - Small conference room and day offices: 4 credits per hour
  - Large conference room: 12 credits per hour
  - *All conference room use must be paid for prior to access. If a client does NOT purchase credits for any bookings in advance of making the reservation, they will be billed the overage rate of \$12.50/credit.*

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**For “Live Reception & Phone” and “Mail Only” members and non-members:**

- Amata’s conference room access works on a credit system. Each room can be booked in quarter-hour increments. Credits are \$12.50 each.
  - Small Conference rooms and day offices are 4 credits per hour (\$12.50/quarter hour or \$50/hour)
  - Large conference rooms are 12 credits per hour (\$37.50/quarter or \$150/hour)
- Rooms may be booked in 15-minute increments.
- “Live Reception & Phone” and “Mail Only” members will be charged for time used on next month’s invoice.
- Non-members must agree to the Terms & Conditions at [www.amataoffices.com/terms](http://www.amataoffices.com/terms) and make full payment at the time of reservation.

**Business Continuation** \$200(Incl. 2 Mo. Phone/Mail service)

A Licensee is automatically enrolled per terms and conditions as a part of any program equal or greater than 12 months.

**Private offices and team rooms**

Office Rent	Amata	Please contact an Team Member
Refundable Retainer		Equal to one-month fixed fees
<b>Setup Fees</b>		<b>\$100 (Access card &amp; office key; per person)</b>

Features:

1. **High speed 100 MG Internet access (some locations are equipped with 1 GIG Internet connections)**
2. **Wireless access throughout the facility**
3. **Prestigious business address with mail and package handling**
4. **Mail forwarding and scanning services when needed (postage and support to forward mail additional)**
5. **24/7 access to lounge areas and cafe workspace**
6. **Includes all standard set-up fees.**
7. **Complimentary access to building gym (in designated facilities only)**
8. **Includes: HVAC during business hours, Janitorial, and Electric**

**Each additional user \$189 each per month (this does not include the 3CX phone program)**



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Note: **Clients may opt to NOT have Amata provide a VoIP phone, however all clients will be responsible for Communication fees (3CX) as outlined above.** Why? Amata has equipped their offices with state-of-the-art circuits, equipment, and programs to provide ready-to-use workspace for our clients. The cost to maintain this infrastructure exists whether clients utilize the VoIP phones or not and include all incoming fiber circuits; firewall protections; wireless router access points; switches; servers; and routers.