

Fractional Support Services

The team you need. Without building one.

Dedicated paralegal, administrative, and executive assistant support.

On-site, paralegal, and administrative support dedicated to your account — acting as your dedicated employees, and you only pay a fraction of their full salary. Scale hours each month based on your caseload. Detailed accounting of all work completed. Make your support staff revenue-generating rather than an overhead expense. All hourly services billed in **1/6th-hour increments**. Pricing effective July 1, 2026.

THREE PROGRAMS — PLUS A CUSTOM OPTION BUILT AROUND YOUR PRACTICE

EXECUTIVE ASSISTANT

EA 30

30 hours / month

100% executive assistant service including email management, appointment setting, social media management, event scheduling, client intake, and any other task an executive assistant may perform. Dedicated to your account.

\$1,650 per month

ON-SITE ADMINISTRATIVE

Admin 20

20 hours / month

On-site and virtual administrative support including court runs in Chicago, trips to the Clerk's office or Vital Records, copying, scanning, mail preparation, courtesy copies to judges, social media management, digital ad campaign support, paid media coordination, Google LSA management, weekly opportunity tracking updates, GA4 channel reporting, and all other administrative and marketing support services available at Amata.

\$980 per month

PARALEGAL LEGAL SUPPORT

Paralegal 40

40 hours / month

Full paralegal support including document drafting, document review, case management, trial preparation, legal research, and any other task a paralegal may perform. Dedicated to your account and your practice.

\$2,520 per month

CUSTOM PROGRAM

Your hours — your terms

Flexible schedule

Your practice does not fit neatly into a category. We will build a program around exactly what you need. No package is too small or too specific. Contact us and we will customize a plan.

Let's talk

Hours do not roll over into the next month. All monthly overages are invoiced at the rate of the plan purchased for the month overages occurred. Need more hours? Contact us to adjust your program at any time.

PAY-AS-YOU-NEED-IT — BILLED IN 1/6TH-HOUR INCREMENTS

Paralegal Support

Document drafting, case management, trial prep, e-filing

\$90/hr

Administrative Support

Court runs, mail, copying, scanning, clerk filings

\$70/hr

32% discount available on all hourly rates when you pre-purchase Amata Coins or enroll in a Fractional Support Program.

60%+

Potential savings vs. a full-time hire

A fully-loaded full-time paralegal and admin in Illinois costs **more than \$150,000 per year** in combined salary, benefits, and overhead. Amata's fractional programs deliver dedicated, professional-grade support — for a fraction of the cost. Hours billed in **1/6th-hour increments**.

WHY AMATA

BigLaw infrastructure. Fraction of the cost.

The average Chicago paralegal costs more than \$95,000 per year once you add benefits and overhead. According to the Clio 2025 Legal Trends Report, the average attorney bills just 3.0 hours in an 8-hour day — because admin fills the rest. Amata fixes that.

3.0 hrs

Average billable hours in an 8-hour attorney workday

Clio 2025 Legal Trends Report

48%

Of law firms miss client calls entirely

Clio Research

\$95K+

True annual cost of one full-time paralegal in Illinois including benefits

Industry average

PARALEGAL SUPPORT

- Trial prep & exhibit binders
- Discovery drafting & review
- E-filing — state, federal & admin
- Deposition support
- Medical records & summaries
- Bates labeling & privilege logs
- Subpoenas & garnishments
- Table of Authorities prep
- Skip traces & asset searches

ADMINISTRATIVE & MARKETING SUPPORT

- New client intake & call notes
- Calendar & consult scheduling
- Document formatting & proofing
- Scanning, copying & e-fax
- Court courtesy copies & clerk runs
- Exhibit printing & binding
- Mail handling & forwarding
- Billing support & light A/R
- Document notarization
- Social media management
- Digital ad campaign support
- Paid media coordination
- Google LSA management
- Weekly opportunity tracking updates
- GA4 channel reporting

EXECUTIVE ASSISTANT

- Email & inbox management
- Appointment setting
- Social media management
- Event & CLE coordination
- CRM & contact updates
- Client correspondence
- Travel & meeting prep
- Research & reporting
- Virtual — available remotely

✓ **No payroll, no benefits, no turnover risk** — pay only for hours used

✓ **Scale up or down with 30 days notice** — no long-term contracts

✓ **Bill paralegal time directly to clients** as a profitable line item

✓ **Dedicated staff** who learn your cases, clients, and billing codes

SERVING

Attorneys

Professional Service Organizations

24+ years serving Chicago's legal and professional community.
Build a business that does not run you.

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