



EMW LAW

PROBATE SERVICES FEE SCHEDULE FOR GUARDIANSHIP AND/OR CONSERVATORSHIP MATTERS

At EMW LAW, we utilize a bundled, flat-fee billing structure for certain legal matters. This means that we establish a set fee for each event or action in your case and group these services into bundled packages based on the different stages of the legal process. Clients are required to pay an initial retainer fee, covering both legal services and anticipated expenses, before we begin work on their case. Additional fees may be required at various stages of representation.

The fee schedule below outlines the legal fees applicable to each phase of a case. Not all fees will apply to every matter, and clients will only be charged for the services provided. All fees are due upon invoicing.

Initial Retainer Fees			
Option	Bundled Legal Services	Estimated Expenses	Total Amount
1	<ul style="list-style-type: none">File Petition to Appoint Guardian and/or Conservator: \$2,000Attend One (1) Non-Evidentiary Hearing: \$500	<ul style="list-style-type: none">Court Costs: \$400+GAL Fees: \$1,000+Postage: \$75Printing: \$25	\$4,000
2	<ul style="list-style-type: none">File/Respond to one (1) of the following Petitions: \$1,000<ul style="list-style-type: none">Petition to Contest Appointment of Guardian/ConservatorPetition to Remove Guardian/ConservatorAttend One (1) Evidentiary Hearing: \$3,000	<ul style="list-style-type: none">Court Costs: \$400+GAL Fees: \$2,000+Postage: \$100Printing: \$250	\$6,750



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Itemized Attorney's Fees	
Description of Legal Services	Amount
File Petition to Appoint Guardian and/or Conservator	\$2,000
File/Respond to the following Petitions in Guardianship/Conservatorship Matters Petition to Contest Appointment of Guardian and/or Conservator Petition to Remove Guardian and/or Conservator	\$1,000 \$1,000
Attend One (1) Non-Evidentiary Hearing	\$500
Attend One (1) Evidentiary Hearing	\$3,000
File Petition to Sale One (1) Parcel of Real Property	\$1,000
Transfer One (1) Parcel of Real Property as follows: <div>Via Quitclaim Deed Via General Warranty Deed with Title Insurance</div>	\$500 \$750
Send and Obtain Responses for One (1) Set of Interrogatories and/or Request for Production of Documents (up to 250 pages)	\$1,000
Respond to One (1) Set of Interrogatories and/or Request for Production of Documents	\$1,500
Attend One (1) Day of Deposition (up to 8 hours)	\$2,500
Attend One (1) Day of Mediation (up to 8 hours)	\$2,500
Provide Professional Opinion on Documents according to the number of pages reviewed: <div>1 to 5-pages: \$500 6 to 10-pages: \$650 11 to 20-pages: \$800 21 to 30-pages: \$950 31 to 40-pages: \$1,100 41 to 50-pages: \$1,250 51 + pages: \$1,400+</div>	



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Itemized Attorney's Fees		
Description of Services		Amount
Review and/or Respond to <i>additional</i> MyCase messages, text messages, and emails from client:	Non-Attorney Staff Attorney	\$150/hour \$350/hour
<i>Additional</i> Meetings with Client via phone, video call, or in-person:	Non-Attorney Staff Attorney	\$150/hr \$350/hr
* Please note that miscellaneous tasks not explicitly listed in this list of attorney's fees will be billed at an hourly rate for time expended on client's behalf at the rate of \$350.00 per hour for attorneys and \$150.00 per hour for staff.		

Explanation of Fees

File Petition to Appoint Guardian and/or Conservator as follows:

- Provide counsel to Client regarding probate court process;
- Draft and file petition for appointment of guardianship and/or conservatorship with required attachments;
- If applicable, obtain waiver(s) and consent(s) from next of kin;
- If applicable, serve all interested parties with petition;
- If applicable, file service returns for all interested parties showing proof of service or non-service; and
- Obtain order on petition for guardianship and/or conservatorship;
- If applicable obtain surety bond for Guardian and/or Conservator;
- If applicable, draft and file one (1) accounting of Ward's estate on behalf of Guardian and/or Conservator; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Client Intake & Onboarding
 - Confirmation of Filing of Petition
 - Confirmation of Receipt of Ruling on Petition
 - If Applicable, Estate Accounting Review and Filing
 - Case Closure & Client Offboarding

File/Respond to Petitions in Guardianship/Conservatorship Matters [i.e. Petition to Contest Appointment of Guardian/Conservator; Petition Remove Guardian/Conservator] as follows:

- Perform necessary research and investigations Attorney deems necessary to draft petition or response thereto;
- Draft and file petition or response thereto with requisite attachments;
- Serve all interested parties with petition or response thereto;
- File service returns for all interested parties showing proof of service or non-service; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Confirmation of Filing
 - Confirmation(s) of Service
 - Status of Court's Ruling on Petition
 - Case Closure & Client Offboarding



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Attend Non-Evidentiary Hearing¹ as follows:

- Review all case materials and law to prepare strategy for non-evidentiary hearing;
- Attend non-evidentiary hearing; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Recap of Non-Evidentiary Hearing
 - Status of Court's Ruling on Evidentiary Hearing

Attend One (1) Day of Evidentiary Hearing² as follows:

- Review all case materials and law to prepare strategy for evidentiary hearing;
- Host team, client, and witness preparation meetings;
- Create/revise hearing outline, hearing notebook, witness list, exhibits, and visual aids;
- Deliver hearing notebook and exhibits to the court and opposing counsel/party(s);
- Attend one (1) day of evidentiary hearing; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Scheduling of Client Preparation Meeting(s)
 - Recap of Client Preparation Meeting(s)
 - Recap of Evidentiary Hearing
 - Status of Court's Ruling on Evidentiary Hearing

File Petition to Sale One (1) Parcel of Real Property as follows:

- Draft and file petition to sale real property with required attachments;
- Obtain order granting petition to sale real property and deliver to Petitioner;
- Obtain closing disclosure, ALTA Statement, and/or deed confirming sale of real property;
- Draft and file report of sale with required attachments;
- If applicable, obtain and file increased Conservator's Bond; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Status of Petition to Sale Real Property
 - Receipt of Final Closing Documents
 - Confirmation of Filing of Report of Sale
 - If applicable, status of Increased Conservator's Bond

Transfer of One (1) Parcel of Real Property via Quitclaim Deed OR General Warranty Deed with Title Insurance as follows:

- If applicable, order and obtain title commitment and title search from title company;
- If applicable, confirm that all title requirements are met and obtain final title policy;
- Draft deed conveying real property;
- Obtain Grantor's e-signature on deed before notary via recorded video conference;
- E-record notarized deed;
- Deliver electronic copy of recorded deed (and final title policy if applicable) to client via secure client portal;
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Drafting, Notarization, and E-Recording of Deed
 - If applicable, Status of Title Commitment, Requirements, and Final Policy

¹ A non-evidentiary hearing is a court proceeding where the judge hears legal arguments, procedural matters, or status updates but no witnesses testify and no evidence is presented.

² An evidentiary hearing is a court proceeding where the judge hears testimony from witnesses, reviews exhibits, and considers other evidence before making a decision on disputed issues.



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Send and Obtain Responses for One (1) Set of Interrogatories, Request for Admissions, and/or Request for Production of Documents up to 250 pages as follows:

- Draft and file notice of discovery and one (1) set of interrogatories, request for admissions, and/or request for production of documents and notice;
- Confirm service;
- Confirm receipt of all verified responses;
- Review and analyze responses;
- Share responses and analysis of responses with client; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Delivery of Discovery Request(s)
 - Receipt and Attorney Analysis of Discovery Response(s)

Respond to (1) Set of Interrogatories, Request for Admissions, and/or Request for Production of Documents as follows:

- Obtain one (1) set of interrogatories, request for admissions, and/or request for production of documents;
- Send responses to client to complete;
- Confirm receipt of client's responses;
- Review, analyze, and make suggested changes to client's responses;
- Send edited responses to client to review, approve, and sign before a notary;
- Deliver verified responses to opposing counsel and confirm receipt;
- Draft and file notice of discovery with court; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Receipt of Discovery Request(s) and Instructions to Complete
 - Attorney Finalization of Discovery Response(s)

Attend (1) Day of Deposition as follows:

- Schedule deposition with opposing counsel/party and deponent;
- Conduct meetings with team and/or deponent prior to deposition;
- Draft and/or compile documents including but not limited to deposition questions;
- Take deposition of deponent; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - If applicable, Scheduling of Deponent Preparation Meeting(s)
 - Recap of Deponent Preparation Meeting(s)
 - Recap of Deposition
 - Receipt of Deposition Transcript

Attend One (1) Day of Mediation as follows:

- Schedule mediation with client, opposing counsel/party, and mediator;
- Conduct meetings with team and/or client prior to mediation;
- Draft and/or compile documents including but not limited to mediation statement;
- Attend mediation;
- If applicable, draft/review settlement paperwork and confirm execution; and
- Provide periodic case status updates via MyCase message, including updates regarding the following:
 - Scheduling of Client Preparation Meeting(s)
 - Recap of Client Preparation Meeting(s)
 - Recap of Mediation



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Provide Professional Opinion on Documents according to the number of pages to be reviewed as follows:

- Review documents;
- Draft professional opinion letter on results of document review; and
- Electronically deliver professional opinion letter via client portal.

Review and/or Respond to *additional* MyCase messages, text messages, and emails from client as follows:

- Review or respond to *additional* client communications not included in routine case status updates or other bundled services.

***Additional* meetings initiated by Client via phone, video call, or in-person:**

- Review case file and prepare for *additional* client meetings outside of those included in other bundled services;
- Attend meeting; and
- Send client recap of meeting via MyCase message.