EMW LAW

PROBATE & ESTATE ADMINISTRATION FEE SCHEDULE

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.

Attorney's Fees	
Description	**Amount**
Assist Personal Representative Open Estate Administration Matter with Probate Court	$1,500
Assist Personal Representative Attempt to Negotiate Settlement of Lien with One (1) Claimant of the Estate	$350
Assist Personal Representative with Conveyance of One (1) Parcel of Real Property via Quitclaim Deed	$250
Assist Personal Representative with Conveyance of One (1) Parcel of Real Property via General Warranty Deed with Title Insurance	$500
Assist Personal Representative with Sale of One (1) Parcel of Real Property	$500
Assist Personal Representative Close Estate	$1,500
Draft and File the following Motions or Responses thereto: Motion to Continue (if at Client's Request) Motion for Scheduling Conference Motion to Compel Motion for Sanctions Motion to Increase Bond	 $75 $75 $75 $75 $75
Prepare for and Attend Non-Evidentiary Hearing	$500
Draft and File Waiver and/or Consent	$150

EMW LAW

Attorney's Fees	
Description	Amount
Draft and File the following Petitions or Responses thereto: Petition to Determine Heirs Petition to Contest a Will Petition to Remove Personal Representative Petition for Appointment of Successor Personal Representative	 $750 + $750 + $750 + $750 +
Prepare for and Attend One (1) Day of an Evidentiary Hearing	$5,000
Send and Obtain Responses for One (1) Set of Interrogatories, Request for Admissions, and/or Request for Production of Documents up to 250 pages	$1,000
Respond to One (1) Set of Interrogatories for Admissions, and/or Request for Production of Documents	$1,500
Prepare for and Take One (1) Day of Deposition	$3,000
Prepare for and Defend One (1) Day of Deposition	$1,500
Prepare for and Attend One (1) Day of Mediation	$2,500
Review and Provide Professional Opinion on Documents according to the number of pages to be reviewed as outlined below: 1 to 3-pages: 4 to 6-pages: 7 to 9-pages: 10 to 12-pages: 13 to 15-pages: 16 to 19-pages: 20 + pages:	 $50 $100 $150 $200 $250 $300 $350+
* 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 your behalf at the rate of $450.00 per hour for attorneys and $175.00 per hour for staff.	

EMW LAW

Explanation of Fees

Assist Personal Representative Open Estate Administration Matter with Probate Court as follows:

- Provide counsel to Personal Representative regarding estate administration process;
- Draft and file petition for letters of administration/testamentary with required attachments;
- If applicable, obtain surety bond for Personal Representative;
- If applicable, obtain renunciation from County Administrator for Personal Representative;
- Obtain letters of administration/testamentary and deliver to Personal Representative;
- Submit Notice of Probate to Medicaid electronically, and e-file Affidavit of E-filing for Personal Representative;
- Confirm that Clerk of Probate Court published Notice to Creditors in local newspaper for Personal Representative;
- If applicable, draft and file Inventory of Decedent's estate for Personal Representative; and
- Obtain Tax ID for Estate and deliver to Personal Representative.

Assist Personal Representative Attempt to Negotiate Settlement of Lien with One (1) Claimant of the Estate as follows:

- Send letter to claimant re proposed settlement;
- Negotiate with claimant in good faith to settle claim against the Estate; and
- If settlement is reached, confirm settlement details in writing signed by both parties and confirm that claim is paid in full.

Assist Personal Representative with Conveyance of One (1) Parcel of Real Property via Quitclaim Deed as follows:

- Draft quitclaim deed conveying real property using legal description provided by client;
- Obtain Grantor's e-signature on quitclaim deed before notary via recorded video conference;
- E-record notarized quitclaim deed; and
- Deliver electronic copy of recorded quitclaim deed to client via secure client portal.

Assist Personal Representative with Conveyance of One (1) Parcel of Real Property via General Warranty Deed with Title Insurance as follows:

- Order title commitment and title search from title company;
- Obtain title commitment and title search results from title company;
- Confirm that all title requirements are met to obtain final title policy;
- Draft general warranty deed conveying real property;
- Obtain Grantor's e-signature on general warranty deed before notary via recorded video conference;
- E-record notarized general warranty deed;
- Deliver electronic copy of recorded general warranty deed to client via secure client portal; and
- Deliver electronic copy of final title policy to client via secure client portal.

Assist Personal Representative with Sale of 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 Personal Representative;
- Obtain closing disclosure, ALTA Statement, and/or deed confirming sale of real property;
- Draft and file report of sale with required attachments;
- If applicable, draft and file Motion to Increase Bond; and
- If applicable, obtain and file increased Executor's Bond.

Assist Personal Representative Close Estate as follows:

- Obtain notarized waivers from all devisees, heirs at law, and/or next of kin;
- Obtain notarized surety bond waiver from bond provider;
- Draft and file petition for final settlement with required attachments;
- Attend any necessary court settings;
- Obtain final decree of settlement; and
- Deliver original case documents to client.

Draft and File Motion or Response thereto as follows:

- Perform necessary research and investigations Attorney deems necessary to draft motion or response; and
- Draft and file motion or response thereto with requisite attachments.

Draft and File Waiver and/or Consent as follows:

- Draft waiver and/or consent;
- Obtain person's signature on waiver and/or consent before notary via recorded video conference; and
- File notarized waiver and/or consent.

Draft and File Petition or Response thereto as follows:

- Perform necessary research and investigations Attorney deems necessary to draft motion or response;
- Draft and file petition or response thereto with requisite attachments;
- Serve all interested parties with court-prepared service packets; and
- File service returns for all interested parties showing proof of service or non-service.

Prepare for and Attend One (1) Day of Evidentiary Hearing as follows:

- Review all case materials and law to prepare strategy for evidentiary hearing;
- Host team meetings;
- Host client preparation meetings;
- Host witness preparation meetings;
- Create/revise hearing outline, hearing notebook, witness list, hearing exhibits, and hearing visual aids;
- Deliver hearing notebook to the court and opposing counsel/party; and
- Attend one (1) day of evidentiary hearing.

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; and
- Share responses and analysis of responses with client.

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; and
- Draft and file notice of discovery with court.

Prepare for and Take One (1) Day of Deposition as follows:

- Schedule deposition with opposing counsel/party and deponent;
- Conduct meetings with team and/or client prior to deposition;
- Draft and/or compile documents including but not limited to deposition questions; and
- Take deposition of deponent.

Prepare for and Defend One (1) Day of Deposition as follows:

- Schedule deposition with opposing counsel/party and deponent;
- If applicable, prep deponent; and
- Attend deposition, and defend deponent.

Prepare for and 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; and
- If applicable, draft/review settlement paperwork and confirm execution.

Review and 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.

Estimated Expenses	
Description	Amount
Court Costs	$Varies
Bond Costs	$Varies
USPS Regular Mail Costs (Not tracked)	$5 +
USPS Certified Mail Costs (Tracked)	$15 +
Private Process Server Fee	$150 +
Print Costs	$0.50/pg
Deposition Costs	$Varies
Mediation Costs	$Varies