



EMW LAW

DISPUTE RESOLUTION & CIVIL LITIGATION 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
Draft and Send Civil Demand/Cease-and-Desist Letter or Response thereto to Opposing Party	\$500
Attempt to Negotiate Settlement with Opposing Party in Good Faith for 30 days	\$500
Draft and Obtain Fully Executed Settlement Agreement (3 pages) with Electronic Signatures	\$500 + \$100/ad pg
Draft and Obtain Fully Executed Settlement Agreement (3 pages) with Notarized Wet Signatures in Office	\$1,000 + \$100/ad pg
Initiate Civil Action in Court or Response thereto	\$2,000
Draft and file the following Motions or Responses thereto:	
Motion to Continue (if at Client's Request)	\$75
Motion for Scheduling Conference	\$75
Motion to Compel	\$250
Motion for Sanctions	\$500
Motion in Limine	\$500
Garnishment	\$500
Writ of Possession	\$500
Final Judgment	\$500
Motion to Dismiss	\$1,500
Motion for Default Judgment	\$1,500
Motion for Summary Judgment	\$3,500



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Attorney's Fees	
Description	Amount
Prepare for and attend Hearing or Conference with the Court up to two (2) hours	\$500
Draft, send, and confirm recipient's receipt of the following types of discovery requests: One (1) Set of up to Forty (40) Requests for Admission One (1) Set of up to Forty (40) Interrogatories One (1) Set of up to Forty (40) Requests for Production of Documents	\$250 \$250 \$250
Obtain and review recipient's responses to the following types of discovery requests: One (1) Set of up to Forty (40) Requests for Admission One (1) Set of up to Forty (40) Interrogatories up to 250 pages One (1) Set of up to Forty (40) Requests for Production of Documents up to 250 pages	\$250 \$500 \$500
Obtain and respond to the following types of discovery requests: One (1) Set of up to Forty (40) Requests for Admission One (1) Set of up to Forty (40) Interrogatories One (1) Set of up to Forty (40) Requests for Production of Documents	\$250 \$500 \$500
Prepare for and Take One (1) Day of Deposition	\$2,500
Prepare for and Defend One (1) Day of Deposition	\$1,250
Prepare for and Attend One (1) Day of Alternative Dispute Resolution (i.e. Mediation/Arbitration)	\$2,500
Prepare for and Attend One (1) Day of Trial	\$3,000
* 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.	



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Explanation of Fees

Draft and Send Demand/Cease-and-Desist Letter or Response Thereto to Opposing Party as follows:

- Perform necessary investigative work to obtain information that Attorney deems necessary to prepare cease and desist letter or response;
- Draft Demand/Cease-and-Desist letter or response thereto and obtain client's approval; and
- Send client-approved letter to opposing party via client-requested delivery method

Attempt to Negotiate Settlement with Opposing Party in Good Faith for 30 days as follows:

- Initiate and respond to communications with opposing party for 30 days in an attempt to reach a satisfactory settlement; and
- Forward communications between client and opposing party for 30 days.

Draft and Obtain Fully Executed Settlement Agreement (3 pages) with Electronic Signatures as follows:

- Confirm settlement details;
- Draft settlement agreement and obtain both parties' approval;
- Send final settlement agreement to all parties for electronic signature; and
- Provide all parties with electronic copy of fully-executed settlement agreement.

Draft and Obtain Fully Executed Settlement Agreement (3 pages) with Notarized Wet Signatures in Office as follows:

- Confirm settlement details;
- Draft settlement agreement and obtain both parties' approval;
- Conduct in person signing of final settlement agreement in office before a notary; and
- Provide all parties with electronic copy and print copy of fully-executed settlement agreement.

Initiate Civil Action in Court or Response thereto as follows:

- Perform investigative work and legal research that Attorney deems necessary;
- Draft and file complaint or answer; and
- If applicable, confirm proper service of summons and complaint.

Draft and file Motion or Response thereto as follows:

- Perform investigative work and legal research that Attorney deems necessary; and
- Draft and file motion or response thereto.

Prepare for and attend Hearing or Conference with the Court at stated time intervals as follows:

- Calendar hearing date and share event with client via client portal;
- Notify client whether client's attendance is required;
- If applicable, conduct meeting(s) with team and/or client prior to hearing;
- Draft and/or compile documents required for hearing;
- Attend hearing; and
- Save notes from hearing and share with client via client portal.



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Draft, send, and confirm recipient's receipt of discovery requests as follows:

- Draft and file notice of discovery and discovery requests;
- Confirm service of discovery request;

Obtain and review recipient's responses to discovery requests as follows:

- Confirm receipt of recipient's verified responses;
- Review and analyze recipient's verified responses; and
- Share responses and analysis of responses with client.

Obtain and respond to discovery requests as follows:

- Obtain discovery requests;
- Prepare client's responses to discovery requests;
- Obtain client's approval of final responses with notarized signature;
- Deliver client's 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 deponent 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 Alternative Dispute Resolution (i.e. Mediation/Arbitration) 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.

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

- Review all case materials and law to prepare strategy for trial;
- Host trial team meetings;
- Host client preparation meetings;
- Host witness preparation meetings;
- Create/revise trial outline, trial notebook, trial exhibits, and trial visual aids, and deliver to opposing counsel/party and the court; and
- Attend trial.



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Estimated Expenses

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

Place X by requested services:

Draft and Send Demand/Cease-and-Desist Letter or Response thereto to Opposing Party _____

Attempt to Negotiate Settlement with Opposing Party in Good Faith for 30 days _____

Initiate civil action in court or respond thereto _____

Place X by requested delivery method(s) for demand/cease-and-desist letter or response thereto:

Email _____

Regular Mail _____

Certified Mail _____

Private Process Server _____

Place X by requested service of process method(s):

Certified Mail _____

Private Process Server _____