

EASY WORKS

SMALL CLAIMS COURT CONCIERGE SERVICES AND FEES

Small Claims Court is a branch of the Ontario Superior Court of Justice designed to give you a simple and inexpensive way of settling disputes concerning money and property. Easy Works can assist you in any or all of the following aspects of Small Claims Court.

- Drafting, preparing and filing of plaintiff's claim(s)
- Process serving
- Drafting, preparing and filing of defence(s)
- Drafting, preparing and filing of defendant's claim(s)
- Organizing evidence/preparing for pre-trial conference/requesting adjournments
- Preparing and filing of notice of motion(s)
- Organizing evidence/preparing for trial/requesting adjournments

We handle all the paperwork and guide you through the procedures required to move your case through the court system, i.e. Small Claims Court, or an Administrative Tribunal. We can process serve or file documents and evidence on your behalf.

Breakdown of Services and Fees:

Preparing and filing of plaintiff's claim(s) (\$60.00 to draft a Statement of Claim)

The first step in bringing a lawsuit is the Plaintiff's Claim. Easy Works will assist you to initiate your lawsuit. Our staff will prepare your claim with careful consideration so that you have the best possible opportunity to obtain a judgment. The maximum amount that you can sue for in Small Claims Court is \$10,000.00. Plaintiffs may be entitled to recover all or some of the costs associated with preparing, filing and serving a claim.

Filing paperwork with the courts is often a grueling, meticulous and time-consuming process. Lineups at court are usually quite extensive. Easy Works makes it easy by saving you time. We'll file all your paperwork, ensuring that your claim, defence or motion is processed in a timely fashion.

Process serving (\$60.00/hour + \$10.00 per document)

Without service of process, there is no case. Easy Works will serve your claim and provide you with a sworn affidavit of service.

Preparing and filing of defence(s) (\$60.00 to draft a Statement of Defence)

According to the rules of Small Claims Court, a defendant is required to file an answer to a lawsuit within twenty days of being served. A defendant has a chance to dispute the plaintiff's lawsuit when he or she files a defence. We can help you complete all the necessary paperwork to defend yourself from a plaintiff's claim.

Preparing and filing of defendant's claim(s) (\$60.00 to draft a Defendant's Claim)

The defendant's claim is a claim made by the defendant against the plaintiff or another party. The defendant's claim is filed in addition to the defence. Under the rules of Small Claims Court, the defendant's claim can be brought anytime before the case is scheduled for trial. If you believe that you have a valid claim against the plaintiff or someone else responsible for his/her claim, let us help you to prepare your defendant's claim.

Organizing evidence/preparing for pre-trial conference/adjournments (\$60.00/hour)

After the defendant files an answer to the plaintiff's claim, a pre-trial conference may be scheduled. The pre-trial conference is procedural. Its aim is to narrow the issues in dispute; to set conditions as to issues and evidence to be heard at trial; to accelerate a final settlement of the action; and to provide full disclosure between the parties. We can help you organize your evidence and prepare for the pre-trial conference. We can also help you request an adjournment if you need to delay your pre-trial.

Preparing and filing of notice of motion(s) (\$60.00/hour)

If you believe you have been treated unfairly in any proceeding, you may be entitled to ask the court to revisit the issue in dispute. A motion is an application to the court for an order in favour of the party bringing the motion. Motion to Set a Trial Date, Motions to Set Aside Judgments and Motions in Garnishment Proceedings are some of the matters we can help you manage.

You can rely on Easy Works to file all necessary motions on your behalf.

Organizing evidence/preparing for trial/adjournments (\$60.00/hour)

More than half of all court proceedings do not get to the trial phase. If a trial is necessary, we can assist you by organizing all your evidence and reviewing a checklist with you to ensure that all appropriate paperwork has been filed with the Small Claims Court and served on all parties. We can also help you request an adjournment if you need to delay your trial.

Fees charged by Small Claims Court:

	Regular Rate	Frequent User Rate
Plaintiff's Claim	\$75.00	\$145.00
Defence	\$40.00	---
Defendant's Claim	\$75.00	---
Notice of Motion	\$40.00	---
Default Judgment	\$35.00	\$50.00
Trial / Assessment Hearing	\$100.00	\$130.00
Notice of Garnishment	\$100.00	---
Notice of Examination	\$35.00	---
Writ of Delivery/Seizure & Sale	\$35.00	---

Note: All prices are exclusive of court fees and disbursements. Court fees and disbursements relates to the fees charged by the Small Claims Court in order to process a form or motion. The Courts typically require a payment to be made at the time of filing. Most of these Court fees and disbursements can be recovered by the successful party.

Rule 19.01 of the Rules of the Small Claims Court states that a successful party is entitled to recover all of their court fees unless the court orders otherwise.