



NEIHOFF LEGAL SERVICES LLC

FREELANCE PARALEGAL & MOBILE/RON NOTARY SERVICES ON-DEMAND LITIGATION SUPPORT FOR ATTORNEYS

SERVICES & RATE SCHEDULE Effective: August 2026 Neihoff Legal Services LLC provides premier, on-demand paralegal support tailored specifically for solo practitioners and boutique law firms across Illinois. We operate strictly as an independent contractor under the direct supervision of licensed Illinois attorneys, allowing your firm to scale billable capacity without the overhead of full-time employees.

1. HOURLY LITIGATION SUPPORT SERVICES

Hourly tasks are tracked to the exact minute using digital time-billing systems. Itemized, professional invoices are delivered monthly or upon project close for seamless client disbursement pass-through.

1. ADVANCED WESTLAW RESEARCH & MEMORANDA \$50 / Hour
Conducted utilizing our firm's independent, premium Westlaw subscription. No transactional or per-search fees are ever passed back to your firm. Includes case law analysis, statutory annotations, and formal legal memoranda.
2. COMPLEX DISCOVERY MANAGEMENT \$40 / Hour
End-to-end management of document productions. Includes drafting customized interrogatories, formal requests for production, drafting responses/objections, and preparing meticulous digital document indices.
3. LITIGATION DOCKETING & DEADLINE TRACKING \$40 / Hour
Rigorous calculation and monitoring of critical Illinois Supreme Court, local circuit, and appellate court deadlines. Calendar synchronization and proactive case milestone tracking to mitigate firm malpractice risks.

2. FLAT-RATE DOMESTIC RELATIONS PACKAGES

Predictable pricing for routine deliverables under the Illinois Marriage and Dissolution of Marriage Act (IMDMA).

1. ILLINOIS RULE 13.3 FINANCIAL AFFIDAVIT PACKAGE \$150
Flat Comprehensive review and audit of client-provided financial records. Organization of tax returns, pay stubs, and financial statements. Complete, precise data entry into the mandatory uniform statewide court form.
2. ALLOCATION OF PARENTAL RESPONSIBILITIES (PARENTING PLAN) \$150
Flat Drafting of comprehensive, customized joint or sole parenting agreements, decision-making allocations, and parenting time schedules based strictly on attorney directives and consultation notes.
3. BASIC MOTION & PLEADING DRAFTS \$100

Flat Drafting of standard, localized Petitions for Dissolution of Marriage, Motions for Temporary Relief, Notices of Motion, and standard appearance forms tailored to your firm's specific styling preferences.

3. VALUE RETAINER BUNDLES

Secure dedicated monthly operational availability at a preferred, budget-friendly rate. Ideal for consistent litigation support.

1. THE BASELINE BUNDLE (10 Hours / Month) \$350 / Month (Effective rate: \$35 / hour. Billed upfront monthly.)
2. THE LITIGATION BUNDLE (20 Hours / Month) \$650 / Month (Effective rate: \$32.50 / hour. Billed upfront monthly.)

4. NOTARY SERVICES

1. Notary per signature \$5.00
2. RON (through Blue Notary)\$25.00
3. Mobile Notary Service Fee (in addition to signature fee)\$15.00 - \$35.00

Additional fees may apply depending on the circumstances, location, or additional services needed.

5. SUMMARY OF DOCUMENTS

Summary of Medical Records \$40.00 / Hour

6. TERMS AND CONDITIONS

1. Conflict Check: A mandatory conflict check must clear prior to the transmission of any client files or case data.
2. Independent Contractor Agreement: All engagements require a signed independent contractor agreement on file before work commences.
3. Secure File Exchange & Storage: To guarantee absolute confidentiality, client data is processed using a secure, client-siloed data portal hosted via our dedicated Sync.com business account. This platform enforces zero-knowledge end-to-end encryption and fully complies with SOC 2, HIPAA, and US privacy regulations. No unauthorized local desktop applications are permitted. (If you have Clio, MyCase, or firm-approved secure cloud vaults that you prefer to use just let us know)

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