



September 2007

## Welcome to Kern Legal Services...

Kern Legal Services has been serving the legal industry in California since 1961. We offer *“complete attorney service”* support to our clients, throughout the state of California from any of our 10 convenient locations.

We offer special packages to accommodate rush assignments, same day and next day services. Our couriers make daily pick ups and deliveries to Attorney offices throughout the state of California in most major metropolitan areas.

Kern Legal Services also offers a full range of litigation support services. These include:

- Service of Process
- Locate and Asset Searches
- Background / Pre-Employment Screening
- Discovery Document Reproduction
- Court Filings

Look inside to see how Kern Legal Services can work for you!



## Kern Legal Services, Inc.

L.A. County  
1614 W. Temple St.  
Los Angeles, CA 90026

Orange County  
1530 E. 1st St. #222  
Santa Ana, CA 92701

Ventura County  
2219 Thousand Oaks Blvd, #219  
Thousand Oaks, CA 91362

Santa Clara County  
111 W. Saint John St. Suite 610-B  
San Jose, CA 95113

Merced County  
2440 M Street  
Merced, CA 95340

Stanislaus County  
121 Downey Ave, #203B  
Modesto, CA 95354

San Luis Obispo County  
1302 Marsh Street  
San Luis Obispo, CA 93401

San Joaquin County  
343 E. Main Street Suite 507  
Stockton, CA 95202

Fresno County  
5528 North Palm Ave. #123  
Fresno, CA 93704

Sacramento County  
1023 H Street Suite B3  
Sacramento, CA 95814

Kern County  
31 H Street  
Bakersfield, CA 93304

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E-MAIL

[info@kernlegal.com](mailto:info@kernlegal.com)

TO PLACE AN ORDER

[orders@kernlegal.com](mailto:orders@kernlegal.com)

WEBSITE

[www.kernlegal.com](http://www.kernlegal.com)

(800) **675-KERN** (5376)

Fax (866) 241-0051

## What Does Your Monthly Retainer Include?

1. A scheduled pick - up at your office daily
2. Same day filings at the Central courts in Los Angeles
3. Court Service in six different counties
4. Live Phone Support

**\*\*\* Call for Individualized Price Quote \*\*\***

## Filings Submitted on the “Same Day”

### Los Angeles

Los Angeles Superior/Unlimited - Central  
Los Angeles Superior/Limited - Central  
Los Angeles Criminal Courts Building  
Los Angeles City Hall  
Court of Appeals  
Supreme Court of Appeal

### Federal

United States District Court - Central District  
United States Bankruptcy Court (Chapter 7, 11, 13)  
United States Bankruptcy Trustee

### Other

Secretary of State  
Workers Compensation Appeals Board  
Hall of Administration

## Filings Submitted on the “Next Day”

### Orange County

Orange County Superior Court - Unlimited - All Justice Centers  
Orange County Superior Court - Limited - All Districts

**All filings received for the above courts from offices are delivered the SAME DAY. If you require the filing stamp to indicate the day's date, please indicate such. Some court's have a backlog of filings and will no longer backdate to the date the document was received.**

## Scheduled Pick-Ups

Your office can expect work to be picked up by our courier at approximately the same time daily. You should attempt to have all assignments ready for pickup at that time. We know that occasionally you have a need to hold our courier while you prepare last minute assignments. In these incidents, please call our office to schedule and additional pickup during that day.



**“Let Kern Legal Services  
Work For You”**



**Your Papers Filed on Time!**

## “NEXT DAY” Filings

### **Los Angeles County**

Central Civil West—Superior Court  
(Departments 302-324)  
California Court of Appeals—2nd District  
California Supreme Court  
California Attorney General  
California Corporation Commissioner  
Los Angeles County Recorder’s Office  
Franchise Tax Board  
Monterey Park Children’s and Adoption Court

### **Orange County**

Orange County Recorder’s Office  
United States Bankruptcy Court  
United States District Court

### **Riverside County**

Riverside County Recorder’s Office  
Riverside Assessor’s Office  
Riverside Sheriff’s Office

### **San Diego County**

San Diego County Recorder’s Office

### **San Bernardino County**

Workers Compensation  
San Bernardino County Assessor’s  
San Bernardino Marshal’s Office  
San Bernardino Court of Appeals  
San Bernardino County Recorder’s Office  
United States Bankruptcy Court

### **Ventura County**

Ventura County Recorder’s Office



### **Branch Superior Courts**

#### **Los Angeles**

East District—Pomona  
North Central District—Burbank and Glendale  
North East District—Pasadena  
North Valley District—San Fernando  
North West District—Van Nuys  
South District—Long Beach  
South East District—Norwalk  
South Central District—Compton

South West District—Torrance  
West District—Santa Monica

#### **Orange County**

Central District  
All Branches

#### **Riverside County**

Central District

#### **San Bernardino County**

Central District

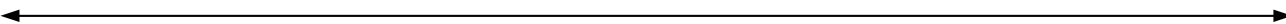
West District—Rancho Cucamonga

#### **San Diego County**

Central District  
East County—El Cajon  
North County—Vista  
South Bay Court—Chula Vista

#### **Ventura County**

Central District  
East Valley Superior Court—Simi Valley



### **Branch Superior Limited Courts**

#### **Los Angeles**

Alhambra Judicial District  
Beverly Hills Judicial District  
Chatsworth Judicial District  
Citrus Judicial District  
Compton Judicial District  
Downey Judicial District  
East Los Angeles District  
Glendale Judicial District  
Inglewood Judicial District  
Long Beach Judicial District  
Los Cerritos Judicial District (Bellflower)  
Pasadena Judicial District  
Pomona Judicial District  
Rio Hondo Judicial District  
San Fernando Judicial District  
San Pedro Judicial District

Santa Monica Judicial District  
South Bay Judicial District  
South East Judicial District—Huntington Park  
Van Nuys Judicial District  
West Los Angeles Judicial District  
Whittier Judicial District

#### **Orange County**

Central Justice Center  
Harbor Justice Center  
South Justice Center  
North Justice Center  
West Justice Center

#### **Riverside County**

Central District

#### **San Bernardino County**

Central Division  
Chino Division  
Valley Division  
West Valley Division

#### **San Diego County**

El Cajon Municipal  
South Bay Municipal—Chula Vista  
North County Municipal Court

#### **Ventura County**

Central District  
East County Municipal Court - Simi Valley

## Courts We Service That Are Not Covered By The Monthly Retainer

The following courts can be handled given a minimum three day allowance.

### **LOS ANGELES DIVISION COURTS**

Traffic Court.....	\$48.00
Juvenile Court .....	\$48.00
Mental Hospital .....	\$48.00
Arraignment Court .....	\$48.00

### **LOS ANGELES COUNTY—SUPERIOR**

North District—Lancaster .....	\$58.00
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### **LOS ANGELES COUNTY—SUPERIOR LIMITED**

Antelope Judicial District .....	\$58.00
Malibu Judicial District .....	\$48.00
Newhall Judicial District .....	\$48.00

### **RIVERSIDE COUNTY—SUPERIOR**

Indio Branch .....	\$72.00
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### **RIVERSIDE COUNTY—SUPERIOR LIMITED**

Banning Branch .....	\$72.00
Desert Municipal Court—Palm Springs .....	\$72.00
Hemet/San Jacinto Judicial District .....	\$72.00
Lake Elsinore Branch .....	\$72.00
Perris Branch .....	\$72.00
Temecula Branch .....	\$72.00

### **SAN BERNARDINO—SUPERIOR**

North Desert District—Barstow .....	\$72.00
East Desert District—Morongo .....	\$72.00

### **SAN BERNARDINO—SUPERIOR LIMITED**

Barstow Division .....	\$72.00
Morongo Division .....	\$72.00
Victorville Judicial District .....	\$72.00



## Miscellaneous Charges (per item)

**COURT FILING** (Non-Retainer Piece Rate) ..... \$48.00

**WALK THRU** (For Any Court) ..... \$48.00

*Examples:*

1. An Ex Parte Order that requires a signature while we wait
2. Any dismissal (in fast track) that must be filed first with the Dismissal Clerk and then a copy delivered to the Fast Track Courtroom

**WALK THRU** of a Summons or Complaint ..... \$25.00

*A walk thru of a Summons and Complaint, or any new case in which the statute is running the same day or when your office requires a CALL with the case number to verify completion of the filing.*

**PROBATE NOTES** that must be cleared by the Probate Attorney .. \$35.00

**ARCHIVES** any file that must be pulled from microfilm ..... \$20.00

**PULL FILES** IN BANKRUPTCY AND FEDERAL COURT ..... \$15.00

**PULL FILES** IN SUPERIOR ..... \$15.00

**RECORDINGS** (PER RECORDING) ..... \$15.00

**TYPING OF REQUIRED COURT FORMS** ..... \$12.50

*Any document that is required by the court and is not sent in attachment to your filing will automatically be prepared by our office, such as; State of Location, Certificate of Assignment (Form #4) and Orange County Civil Cover Sheet.*

**TYPING OF "DOCUMENT" Filing Request Form** ..... \$12.50

*Articles of Incorporation, sent in without this form attached in duplicate as required by the Secretary of State's Office will be prepared for you.*

**TYPING OF "SUBPOENAS"** ..... \$25.00

**TYPING OF "SUBPOENA DUCES TECUM, with APPLICATION** .... \$25.00

**ZIP CODE SEARCH** ..... \$6.00

**BLUEBACKS** on all FEDERAL AND DISTRICT COURT DOCUMENT ..... \$2.00

### CHECK CHARGES

on filing fees the fee is 10% with a minimum of \$5.00

on advanced fees, the fee is 10% with a minimum of \$5.00

### LIBRARY BOOKS

Return per book..... \$2.00

Pick-up per book (with letter of authorization) ..... \$4.00

*NOTE: An administration Fee of 10% Surcharge will be billed on your monthly statement for all advances.*

## Court Filings Completed on “RUSH”

### **LOS ANGELES COUNTY COURTS**

Central District (Picked Up after 2:00 PM) .....	\$ 65.00
All Branch Courts—Superior and Superior Limited .....	\$ 55.00
Pomona Superior and Superior Limited .....	\$ 85.00*
Lancaster Superior and Superior Limited .....	\$145.00*
Malibu Superior Limited .....	\$ 72.00*
Newhall Superior Limited .....	\$ 72.00*
San Pedro Branch .....	\$ 60.00
Los Angeles County Recorder’s Office .....	\$ 60.00
Los Angeles County Archives .....	\$ 45.00

### **ORANGE COUNTY COURTS**

Central Courts—Superior and Superior Limited .....	\$ 85.00
Bankruptcy and District Court .....	\$ 85.00
All Branch Courts—Superior Limited .....	\$ 85.00

### **RIVERSIDE COUNTY COURTS**

Main Courthouse—Superior and Superior Limited .....	\$145.00*
All other Branch Courts—Superior and Superior Limited .....	\$210.00*

### **SAN BERNARDINO COUNTY COURTS**

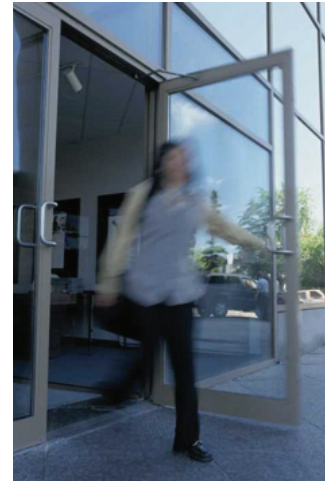
Main Courthouse—Superior and Superior Limited .....	\$145.00*
All other Branch Courts—Superior and Superior Limited .....	\$210.00*

### **SAN DIEGO COUNTY COURTS**

Main Courthouse—Superior and Superior Limited .....	\$210.00*
All other Branch Courts—Superior and Superior Limited .....	\$280.00*

### **VENTURA COUNTY COURTS**

Central Courts—Superior and Superior Limited .....	\$145.00*
All other Branch Courts—Superior and Superior Limited .....	\$210.00*



### **\*24 HOURS NOTICE REQUIRED\***

Please alert our office 24 hours in advance for any of these **RUSH** Court Filings. This is requested to ensure your filing is completed timely.

# Special RUSH Pick-Up or Delivery

Any pick - up or delivery to any Law Firm, other than the regular scheduled pick - up

- Los Angeles County Firms ..... \$ 55.00
- Orange County and Pomona Area Firms ..... \$ 55.00



## Attorney Service Suggestions

### **RUSH !!! - What does RUSH mean to YOU?**

It probably means a different thing to each individual person. Please be specific as to when an assignment must be completed.

#### Examples of RUSH Assignments:

1. RUSH TODAY . . . MUST BE DONE TODAY ! This means TODAY!
2. RUSH . . . Must be served by \_\_\_\_\_Date\_\_\_\_(within 48 hours)\_\_\_\_
3. A.S.A.P. - This means within 3 days
4. PRIORITY . . . Date the paper and stay on top of assignment

#### Other Pertinent Information:

1. Statute Runs \_\_\_\_\_Date \_\_\_\_\_
2. Must be returned to our office by \_\_\_\_\_Date\_\_\_\_\_
3. Must be filed no later than \_\_\_\_\_Date \_\_\_\_\_



**STATUTES:** Please indicate in **BIG RED LETTERS** when the statute is running.

**MAKE IT HARD FOR US TO MISS YOUR NOTE !!**

**STATUS REQUESTS:** When requesting a status on both court work or on service of process, it would greatly assist us if you would photocopy your instruction slip and submit it with the word STATUS on it, OR you may FAX it to us to enable us to obtain the status on it.

**FEES PAID:** Please indicate on our instruction slip when an appearance fee has already been paid. This can save time of fee checking at the court

**HIGHLIGHT:** Please highlight any information you do not want us to miss. Try to cover all the bases.

**RUSH TODAY—Service of Process:** Any assignment which must be completed on the same day basis, same day that it is picked up from your office, should be preceded by a phone call to our office advising us of the particulars. In some cases, the courier may get it to our office too late to be completed, so other arrangements may have to be made.

**Know your Zip Code to determine Court Venue**

**REMEMBER!!! FAX us your requests. It is a great way to get us that last minute information, request a status on you assignment or request Certified copies after the courier has left your office.**

## Service of Process Fees

### LOS ANGELES COUNTY

First Person Served .....	\$ 48.00
Second Person Served .....	\$ 48.00
Each Additional Person Served .....	\$ 25.00
Santa Clarita Valley and Malibu .....	\$ 52.00*
Lancaster and any Palmdale area .....	\$ 72.00*

### ORANGE COUNTY COURTS

First Person Served .....	\$ 52.00
Second Person Served .....	\$ 48.00
Each Additional Person Served .....	\$ 25.00

### RIVERSIDE COUNTY COURTS

First Person Served .....	\$ 72.00
Second Person Served .....	\$ 48.00
Each Additional Person Served .....	\$ 25.00

### SAN BERNARDINO COUNTY COURTS

First Person Served .....	\$ 72.00
Second Person Served .....	\$ 48.00
Each Additional Person Served .....	\$ 25.500

### SAN DIEGO COUNTY COURTS

First Person Served .....	\$ 72.00
Second Person Served .....	\$ 48.00
Each Additional Person Served .....	\$ 25.00

### VENTURA COUNTY COURTS

First Person Served .....	\$ 72.00
Second Person Served .....	\$ 48.00
Each Additional Person Served .....	\$ 25.00

<b>Other Counties</b> .....	\$ 72.00 min
<b>Out of State</b> .....	\$135.00 min
<b>Service of Levy of Write</b> .....	\$175.00 min

*\*Services incurring extra mileage will incur slightly higher fees.*



### IMPORTANT:

*The fees are based on a "Routine" Service. This means our Process Server will make his **FIRST** attempt within **72 hours** of receiving service of process.*





## Service of Process — Miscellaneous

<b>NOT FOUND:</b> Includes Bad Address, Attempts Made.....	Same as First Person Served
<b>SUBSERVICE MADE:</b> .....	\$ 15.00
<i>(Includes mailing and declaration of diligence)</i>	
<b>DECLARATION / DILIGENCE:</b> .....	\$ 15.00
<b>INFIELD LOCATES:</b> .....	\$ 30.00
<b>RUSH SERVICE "TODAY":</b> .....	\$ Double the Charges
<i>(Served or attempted on the same day as received)</i>	
<b>WAITING TIME</b> (Per Hour, billed in 15 minute increments):.....	\$ 55.00 / Hour (1 Hour Minimum)
<b>STAKEOUT</b> (Per Hour): .....	\$ 55.00 / Hour (2 Hour Minimum)
<i>(Includes mailing and declaration of diligence)</i>	
<b>SPECIAL TIME:</b> .....	Double the Fees
<i>(Set up appointment / special arrangements or if you have to serve on a certain day or at a certain time)</i>	
<b>LATE NIGHT / EARLY MORNING HOURS:</b> .....	\$ 100.00
<i>(If you require process server to be at a location between 11:00 pm and 6:00 am)</i>	
<b>CANCELLATION</b> after attempts .....	Same as Service Fee
prior to attempts .....	No Charge
<b>CHECK CHARGE FOR ADVANCE OF WITNESS FEES:</b> .....	10% of fees advanced or \$5.00 minimum

## Skip Tracing...

<b>BASIC SKIPTRACE</b> .....	\$ 150.00
We must be provided with name, last-known address, and third piece of identification <i>(I.e.: date of birth, Social Security Number or Driver's License Number)</i>	
<b>EXTENSIVE SKIPTRACE</b> .....	\$175.00 TO \$ 350.00
<i>To be utilized when you have limited information, such as name only or name only and date information.</i>	
<b>SPECIAL RUSH</b> .....	\$100.00 TO \$ 500.00
<i>Each additional subject at same address or skip trace outside California is additional</i>	
If you require a Due Diligence Declaration for Service of Process by Publication, we can provide this service at a flat rate .....	
	\$ 175.00

## Investigations...

### **D.M.V. SEARCHES** (Copy of Summons required)

Driver's Record in the State of California .....	\$ 45.00
Out of State - Driver's License.....	\$ 55.00
Auto (License Plate) Search in the State of California .....	\$ 45.00
Out of State - License Plate .....	\$ 55.00

### **REAL ESTATE SEARCHES**

Within California (Per County).....	\$ 55.00
Within California (Statewide) .....	\$ 125.00
Out of State .....	\$ 145.00

### **BASIC ASSET LIABILITY SEARCHES** ..... \$ 300.00

This search includes, but is not limited to the following:

- |   |  |
|---|--|
| 1. Subject Identification<br>(i.e.: Name, DOB, SSN, DL)     | 6. Motor Vehicle Ownership                         |
| 2. Source of Income   | 7. Professional Licenses and Board of Equalization |
| 3. Corporate/Limited Partnership/<br>Fictitious Name Search | 8. UCC Filing                                      |
| 4. Real Estate Search                                       | 9. Civil Litigation Search (Superior Level Only)   |
| 5. Watercraft and Aircraft Search                           | 10. Bankruptcies, Tax Liens and Judgments          |
|   | 11. Credit Review and Analysis                     |

### **EXTENSIVE ASSET LIABILITY SEARCH** .....\$ 750.00 TO \$ 1250.00

This search includes all the above plus it includes:  
All Bank Accounts Identified.

### **BANK BALANCE CHECK INDIVIDUAL** ..... \$ 150.00

(required: name, dob, ssn, bank, account number, if available)  
We return 2 day posted balance

### **TAX ID LOCATE** ..... \$ 95.00

### **BANK ACCOUNT SEARCHES** ..... \$ 295.00

This search is conducted on a per account found basis. In order for Kern Legal Services to conduct this search, you must provide the correct legal name, last-known address and Social Security Number or Tax Payer Identification Number.

### **EXTENSIVE BANK ACCOUNT SEARCHES**..... \$ 295.00 TO \$ 1250.00

This is an extensive bank account search which will attempt to locate all checking and savings, money market, certificate of deposit, individual retirement accounts, and business accounts held by a subject as referenced by their pet name and Social Security Number or Tax Payer Identification Number.

### **NATIONWIDE BANK ACCOUNT SEARCHES**..... \$ 525.00 TO \$ 1250.00

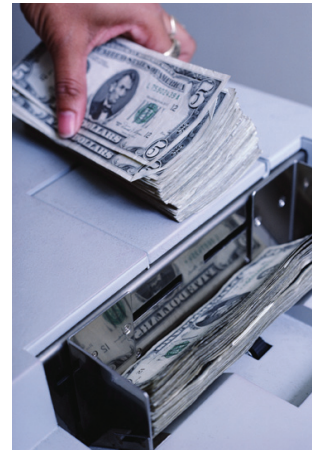
Brokerage accounts: ..... \$ 525.00

Off-shore accounts ..... \$ 925.00 and up

There will be an additional fee of \$55.00 to develop a Social Security Number or Tax Payer Identification Number if this information is not provided when doing a bank account search.

### **ENTITY SEARCHES**

Los Angeles, Orange, Ventura, San Bernardino Counties.....	\$ 35.00
All other California Counties .....	\$ 45.00
Out of State .....	\$ 55.00
Out of Country.....	\$ 65.00 min.



## Investigations...

### **CORPORATION SEARCHES**

D.B.A. Search (L.A. County) .....	\$ 25.00 each
C.B.L. (L.A. County) .....	\$ 25.00 each
Secretary of State; Partnership; UCC Filings .....	\$ 25.00 each
Out of State .....	\$ 40.00

### **POST OFFICE BOX "BUST"**

P.O. Box Application Information .....	\$ 55.00
Rush Service.....	\$ 75.00

### **RECORD SEARCHING / REAL ESTATE (2 Hour Min)**..... \$ 40.00

*Includes: Chain of Title; Preliminary Title Search; Lien Search; Beneficiary Search; Lot Book Report; and more*

### **WITNESS STATEMENTS**..... \$ 55.00/Hour (2 HR Min) + Costs

We can supply written, recorded or statements taken in person for all types of investigations. All recorded statements can be transcribed or simply summarized. These assignments are handled by our in-house licensed investigator only.

### **PHOTOGRAPHY**..... \$ 55.00/Hour (2 HR Min) + Costs

We can photograph any person, place, or items of evidence with either 35mm camera, digital camera or digital video camera.

### **CREDIT REPORT** (with release, SSN, name):..... \$ 55.00

### **CREDIT CARD TRANSACTIONS**..... \$ 275.00 per transaction (Required: name, SSN, current address, credit card#) Client receives a list of all stores card was used at, dates and \$ amounts.

### **LANDLINE # INTO NAME AND ADDRESS**.....\$ 75.00

### **CELLULAR # INTO NAME AND ADDRESS**..... \$ 125.00

### **UNLISTED NUMBER FROM NAME AND ADDRESS**..... \$ 125.00

### **UNLISTED NUMBER FROM NAME ONLY**..... \$ 175.00

### **PAGER # INTO NAME AND ADDRESS**..... \$ 110.00

### **800 NUMBER INTO NAME AND ADDRESS**..... \$ 100.00

### **LOCATE CELL NUMBER**.....\$ 150.00 (Required: name and SSN)

### **FEIN LOCATE**..... \$ 100.00

### **EMPLOYMENT LOCATE / SOURCE OF INCOME LOCATE**..... \$ 175.00 (Required: Name, current address, SSN)

### **EMPLOYMENT HISTORY**..... \$ 175.00 Returns previous work history and income source. (Required: current address, SSN)

### **SSN LOCATE**..... \$ 55.00

### **NCIC WARRANT SEARCH** (Required: full name, DOB, SSN, race)..... \$ 150.00

### **UTILITY SEARCH** (name, SSN, metro area to search)..... \$ 150.00

### **CRIMINAL HISTORY**

\$ 75.00 per county      \$250.00 per state (Required: DOB, SSN, state, county)

### **CIVIL HISTORY**

\$ 55.00 per county      \$ 250 per state. (Required: DOB, SSN, state, county)

# Mobile Photocopy Service Fees

## Photocopy Department Services and Charges

### On-Site and Off-Site Document Reproduction

#### Medical and Business Records Copying

Basic Set-up .....	\$35
Trip Charge (depending upon location) .....	\$48 – \$72
Rush Service / Special Handling .....	\$48 – \$72*
Per page charge (minimum 40 pages) .....	\$ 0.35
Preparation of subpoenas and notices .....	\$25
Telephone of Fax requests .....	\$15
Deposition Officer .....	\$25 – \$30*
	<i>(plus filming costs, if applicable)</i>
Check Charge .....	\$2.50 or 10% Whichever is Greater

*\*Depending upon efforts required*

On-Site

## Document Production Department Services and Charges

Copy

### Discovery Facilitation Department

#### Litigation Support and Document Reproduction

Provides a full range of services to facilitate discovery. Depending on client requirements, this department will provide necessary staff and equipment to review, catalog, copy and index entire document collections, presenting you with organized and indexed sets of copies. Review of documents by requestor’s staff in their offices and copying permits unrestricted and repeated review of all documents, eliminates the risk of not copying a document later considered important, and provides prompt access additional copies of any number of pages or documents.

Services

#### Litigation Support and Document Reproduction

Staffing requirements vary according to client requirements and assignment parameters. Depending on the specific assignment (or series of assignments), one, some or all of the following Kern Legal Services personnel may be used:

Coordinator/Supervisor	\$50.00 / hour
Support Staff	\$25.00 / hour

For detailed photocopy  
services and fees,  
ask for our  
photocopy schedule of services

## Mobile Photocopy Service Fees

### Other Services and Charges

<b>Camera Set-Up</b> .....	\$ 38.00
<b>Filming and Numbering/Identifiers</b> , 600 pages/hour.....	\$ 28/hour
<i>Includes film "Library" and storage if required</i>	
<b>Extraordinary preparation reassembly of source documents</b> .....	\$28/hour
<b>Targeting/Indexing</b>	
<i>Includes initial set to requestor for control and utilization</i> .....	
	\$28/hour
<b>Film Quality Check / .Control</b> .....	No Charge
<b>Hard Copy Quality Check / Control</b> .....	No Charge
<b>Hard Copy Page Rates</b> .....	Quoted
<i>Rates for first and subsequent sets vary according to assignment parameters</i>	
<b>Replication</b> (First/Last page stapling) .....	\$28/hour
<b>Folder/Labeling</b> .....	\$28/hour
	(Plus cost of folders & materials)
<b>Film Duplicating</b> (16mm)	
Silver Dupe (for future reproductions).....	\$23/roll
Diazo Dupe (For viewing purposes) .....	\$23/roll
Label/Boxing .....	Actual Cost
Cartridge Loading.....	\$28/hour
Cartridges (current catalogue price).....	Actual Cost
<b>Microfiche</b> (dependent upon form size process) .....	\$5 Each
Selected Item/Specific Page requests .....	\$28/hour + Costs
<b>Extraordinary Services</b>	
Depending on efforts required .....	\$28 - \$53 /hour
Drilling / Punching / Fastening / Dividing .....	\$28 / hour +Costs
<b>Binding</b>	
Vello (reassembly of source documents) .....	Actual Costs
Reproduction copies .....	\$43 / binding
Spiral or Comb .....	\$8 / binding
<b>Delivery</b> .....	Actual Costs
<i>No charge for pick-up / deliver of source documents or delivery of reproduction sets if destination(s) within service area.</i>	
<b>Shipping</b> (out of area by common carrier).....	Actual Cost
<b>Direct expenses</b> (parking, telephone, travel, lodging, per diem, etc.).....	Actual Cost

On-Site

Copy

Services

For detailed photocopy services and fees, ask for our photocopy schedule of services



## Billing Policies

Our billing is done at the end of each month and your statement will be delivered by our courier to your office.

**Payment is due in full by the 10th of each month.**

Past due notices are automatically printed on every other day after the 10th of the month. Any partial payment will be noted on the past due notices.

**NOTE:** The service charge for a dishonored check is \$25.00

A 1 1/2% Finance Charge will be applied to all outstanding payments over 30 days.

**ATTORNEY'S FEES: IN THE EVENT KERN LEGAL SERVICES SHOULD NEED TO FILE OR DEFEND A LEGAL ACTION, THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER REASONABLE ATTORNEY'S FEES AND COURT COSTS FROM THE OTHER PARTY.**

### YOUR ATTORNEY SERVICE REMINDERS

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