



West Point Investigations Corp.

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West Point Investigations Corp Full Fee Schedule For Law Firms and Paralegal Firms

PI Licensing Alberta, British Columbia and Ontario

We hold a valid Agency Security Business / Investigation license in Alberta, British Columbia and Ontario

| Service | Fee |
|---|--|
| Private Investigation Services | \$95.00 per hour per investigator |
| Court Attendance and Testimony | \$95/hour per investigator ¹ |
| Mileage | \$0.85/km ³ |
| Out of Town Meals (Overnight Stay) | \$95.00 per diem per investigator per day |
| Administration Time | \$75.00 per hour |
| Skip tracing Services – Worldwide Service | \$275.00 Residence, \$375.00 Employment, \$475.00 Place of Bank (No locate No fee) |
| Affidavit of Attempted Locate / Skip-trace Report | \$175.00 (client authorized) |
| Disbursements ⁶ | At cost |
| Client Copy of SD Card | \$25 each |
| Corporate Searches | \$40/search |
| Equifax Address Verification | \$50 |
| Printing | \$0.35/page |

Notes:

All fees are subject to applicable taxes.

¹ The minimum charge per investigator for in-town field work or court attendance is three hours per callout. The minimum charge per investigator is eight hours per day for out-of-town files where an overnight stay is required.

³Field work start and finish times and local distance travelled are based upon departure from and return to the agency office.

⁴The long-distance travel rate is applied when the investigator travels more than 60 km from the agency office. When air travel is required travel time begins upon the investigator's departure from the agency office to the airport and terminates upon arrival at the lodging. Discounts are available to meet your clients budget on travel time.

⁵ Administrative work that does not require the expertise of a private investigator.

⁶ Disbursements billed at cost are hotel stays, car rentals, parking fees, and airfare.

Specialty Services

January 2025 -December 2025

| Service | Fee |
|---|---|
| Asset Searches | \$95/hour + \$0.85/km (client authorized) |
| Adoption Searches | \$95/ hour (client authorized, plus locate fee if successful) |
| Affidavit of Skip-Trace Attempts/Report | \$175 + Notary Fee |
| Corporate Searches | \$40/search |
| Equifax Address Verification | \$50 |
| Audio Recordings of Locates | \$75 |
| Couriers | At cost |
| Printing | \$0.35/page |

Notes:

All fees are subject to applicable taxes.

Not all files are eligible for 'no find—no fee'. Upon submitting your file to us for consideration, West Point Investigations Corp. will advise the Client prior to commencing the file if it will be billed hourly for research. Generally, files that are billed hourly are adoption searches or files with very little information about the subject of the search. **Hourly rates are not incurred without prior written consent from the Client.**

*The File Entry Fee is waived if there is a locate.

**The fee is charged only if the information is located.

A **Residential Locate** is the physical location where an individual currently resides. This includes the street address, city, and postal code. There may be instances where the individual is staying with a family member, friend, or partner.

A **Place of Employment** is the complete address of the business or organization where the subject is employed or self-employed. Place of Employment can also include other income sources e.g., employment insurance, disability benefits, or worker's compensation benefits.

A **Place of Bank** locate consists of the name of the financial institution where the subject has an account. In some instances, a transit number and address of the subject's branch can be located. Place of Bank **DOES NOT INCLUDE ACCOUNT NUMBERS, BALANCES, OR DEPOSIT HISTORIES.**

NOTE: FEES MAY CHANGE DEPENDING ON GEOGRAPHICAL AREA

| Service | Fee |
|--|---|
| Process Serving File Entry Fee | \$25 |
| Affidavit of Service—Completed Service | \$35 |
| Affidavit of Support—Service Attempts | \$65 |
| Service of Legal Document—Successful 1 st Party | \$95+kms |
| Service of Additional Party (same time and address) | \$45 |
| Attempted Service (per attempt) | \$25+kms |
| Supervised Access Visitation | \$75/hour + kms (Min. 3 hrs AB, Min 2 hrs BC) |
| Supervised Access Visitation Overnight in Access Parents home(Awake Shift) | \$85.00 / hr +kms |
| Supervised Access Home Safety Visit prior to in home visitation | \$60.00/ hr +kms |
| Supervised Access Exchange (exchange with no driving) | \$45.00 per pick up \$45.00 per drop off |
| Supervised Access Exchange (pickup child / Transport Child, drop off) | \$50.00 per hour plus .85 kms |
| Supervised Access Visit (Video) | \$60.00 / hr (min. 1 hour) |
| Supervised Access Telephone Calls | \$45.00 / per 1 hr call (min 1 hour) |
| Video / Audio recording of visit | \$100.00 / per visit |
| Printing | \$0.35/page |

Notes:

Supervised Visits that require worker to transport, approved car seat must be provided by the day-to-day parent which will be returned after the visitation.

Home safety checks are not provided to the day-to-day parent without consent or by court order to the other party.

Supervised Visits may video / audio recorded by the consent of the Supervised Access Parent however the child may not know the visits are being recorded. The agency will record the visit. The visit recording is only disclosed to the other party with the consent of the access parent or through court order.

All fees are subject to applicable taxes.

LIMITED SCOPE LEGAL SERVICES
AVAILABLE IN BRITISH COLUMBIA ONLY

Johnson's legal services will be delivered to you in a manner that is consistent with the Law Society of British Columbia's expectation of lawyers under the Legal Profession Act, the LSBC Rules, and the LSBC Code of Professional Conduct to the extent they are applicable

- Small Claims – Legal Advice, Document Drafting, Representation- Upon authorization of the presiding Justice in Provincial court pursuant to the Provincial Court Directive
- Residential Tenancy Matters – Legal Advice, document drafting, representation, issuance of notices, tenancy inspections, settlement agreements, residential tenancy dispute applications, review considerations, petitions for judicial review, prepare and serve notices, residential tenancy contracts, Legal advice pertaining to residential tenancy situations prior to going to dispute resolution. Enforcement of monetary orders, and assisting in enforcement of orders of possession, and evictions.
- Civil Resolution Tribunal – Legal Advice & Representation
- Legal Services are solely provided by Jolene Johnson and are only provided in the Province of British Columbia, to which Jolene Johnson, is a participant in the Sandbox Initiative of the Law Society of British Columbia. As such there may be a time to which the Law Society of British Columbia may cancel Ms. Johnson's participation in the program, or the sandbox initiative, as such we will notify you in writing so that you may retain a lawyer to take over the conduct of your legal matter or represent yourself in your matter.

LEGAL DISCLAIMER:

Legal Services provided by Ms. Johnson, are not provided by a lawyer regulated by the Law Society of British Columbia. As a result:

- a) We can be required to disclose to third parties your written communications with us and any documents you provide in relation to Ms. Johnson's, legal services as such communications and documents submitted to us are not subject to solicitor client privilege; however, we do not disclose your information without your written consent, warrant or subpoena, or without being required to by law.
- b) There is no statutory complaint process in relation to the legal services Ms. Jolene Johnson, provides and
- c) The Law Society of British Columbia has not evaluated or verified Ms. Johnson's competence, character, and / or fitness to provide the services. For more information on the Law Society's innovative sandbox please visit:

<http://www.lawsociety.bc.ca/our-initiatives/innovation-sandbox/>

Ms. Johnson's legal services will be delivered to you in a manner that is consistent with the Law Society of British Columbia's expectation of lawyers under the Legal Profession Act, the LSBC Rules, and the LSBC Code of Professional Conduct to the extent they are applicable.

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| Legal Representation / Legal Advice / Document Drafting (Provided by Jolene Johnson, in her personal capacity) | \$150.00 / hour plus GST / PST |
| Legal Assistant – Administrative Rate | \$100.00 / hour plus GST / PST |
| Residential Tenancy Hearings | Sliding Scale – Depending on Complexity \$800 + |
| Legal Demand Letters | \$150.00 / hour plus GST / PST |
| Legal Research | \$150.00 / hour plus GST / PST |
| Legal Prep Hours | \$100.00 / hour plus GST / PST |

