



CLARENCE

LEGAL SERVICES

OUR SERVICES

PARALEGAL SERVICES

On-Demand services to maximise your productivity and minimise costs.



AREAS OF LAW

If your firm needs support, Clarence Legal Services are onhand to assist. The areas we work in include (but are not limited to):

- Property Law
- Conveyancing
- Family Law
- Business and Corporations Law
- Insolvency matters
- Consumer Law
- Estate Law, Wills and Succession
- Criminal Law
- Personal Injury and Social Justice
- Employment Law
- Debt Recovery
- Construction law

Jake Stockley

HEAD OF LEGAL SERVICES

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(02) 9199 1395

Joanne Camilleri

Senior Licensed Conveyancer

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Clarence Legal Services

Level 6, 111 Elizabeth Street

SYDNEY NSW 2000

clarencellegalservices.com.au/legal-services/

OUR FEES

FEES FOR OUR SERVICES (EX GST)

Senior Paralegal \$110 per hour

Junior Paralegal \$80 per hour

Fixed-Fee Conveyancing from \$900

Our terms and conditions are contained in our request for services form.

Standard Pricing:

Based on the complexity of the task, the Head of Legal Services will determine whether the work is completed at senior or junior paralegal rates. Services are timed and charged in 6 minute blocks.

Our paralegals do not give legal advice, and any advice or information given by any member of the CLS team should not be deemed as legal advice.

Fixed Fee Conveyancing assistance:

We offer a range of conveyancing services, including:

1. Completing conveyancing matters in a paralegal capacity under your law firm banner.
2. Licensed Conveyancing services conducted by Clarence Legal Services.

Please reach out to Head of Legal Services, Jake Stockley, to discuss how our various conveyancing services can assist and grow your practice.

Invoicing and Payment

CLS will provide a tax invoice in accordance with GST law as defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth in relation to fees payable monthly. Payment of fees is to be made to CLS within 7 days of receiving an invoice. In addition to fees, CLS are permitted to charge all costs and expenses incurred in performing the services, including stationery, printing, photocopying, courier services, postage, filing fees and searches. Payment of invoices can be made by way of: Electronic Funds Transfer (EFT; Direct Debit; Credit Card Payment; or Xero to Xero.

HOW WE CAN HELP

- Paralegal services in all areas of law
- Legal administration
- Conveyancing (including PEXA lodgements)
- Debt recovery
- Drafting all forms of legal documentation, including but not limited to:
 - A wide variety of contracts
 - Leases and licenses
 - Wills, Powers of Attorney and Enduring Guardianships
 - Family law documents
 - Subpoenas and affidavits in all courts/tribunals
 - Commercial documents; loan agreements, mortgages and commercial agreements
- Drafting correspondence
- Dictation
- Discovery
- Brief preparation
- Court filing and service
- Court Agent Services
- Legal research
- Conducting searches as required (ASIC, PPSR, property searches, etc)
- File management/precedent management
- Practice management
- Witnessing services (including affidavits)

This list is an indication of the many services we provide. The CLS team is happy to discuss services beyond this list.

Contact **Jake Stockley** or the team to discuss any assistance you may require.

Jake Stockley

HEAD OF LEGAL SERVICES

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