Meridian Paralegal Group

LITIGATION & CASE SUPPORT FOR NEW YORK LAW FIRMS

Services & Fee Schedule

EFFECTIVE NOV. 2026

Experienced personal injury and no-fault support, priced per task so your firm only pays for what it uses.

I MEDICAL & RECORDS

Medical Records Summary / Chronology	Provider-by-provider timeline of treatment, findings and gaps	$1.50 per page · $150 min.
Medical Records & Bills Retrieval	Requests, follow-up and delivery; provider copy fees billed at cost	$45 per provider
Medical Specials / Billing Ledger	Itemized charges, payments and balances by provider	$125 to $250 per case
Deposition Summary	Page-line format with key admissions flagged	$1.00 per page · $75 min.
Accident & Police Report Retrieval	MV-104 and NYPD reports; agency fees billed at cost	$40 per report

II CASE MANAGEMENT

Treatment Status Update Calls	Client and facility calls on MRI, PT, pain mgmt, ortho and surgery; note entered in your system	$25 per case, per update
No-Fault / PIP Follow-Up	Adjuster contact for claim status, payments and denials	$30 per case
IME / EUO Scheduling & Calendaring	Confirm with client, calendar and send reminders	$25 per appointment
Overflow Intake Calls	Screen new leads and log them to your CRM	$20 per completed intake

III DRAFTING (for attorney review)

Demand Package Assembly	Draft demand letter with organized exhibits and specials	$400 to $750 per package
Summons & Complaint Draft	Prepared from your intake and case file	$300 to $450 per matter
Bill of Particulars Draft	Verified or supplemental, from medical and case records	$250 to $350 per matter
Discovery Demands or Responses	Combined demands, responses and document organization	$200 to $500 per set
Subpoena Preparation & Tracking	Prepared, logged and followed up until records arrive	$75 each

IV FILING & FIRM SUPPORT

NYSCEF E-Filing	Court fees billed at cost	$50 per filing
Retainer & Sign-Up Coordination	E-sign packet, follow-up and file setup	$50 per client
General Paralegal Support	File organization, exhibits, Bates labeling and more	$45 / hr or 10-hour block $400

V FOR INDIVIDUALS

Personal Records Retrieval	Your own medical records, accident report or DMV abstract	$50 per request
Document Organization	Sorted, indexed and summarized before you meet your attorney	$75 to $150 per file

VOLUME PRICING

Discounts by active caseload

10%	15%	20%
50 to 99 cases	100 to 249 cases	250+ cases

Monthly Case Monitoring Retainer BEST VALUE — **$35** per case / month

One treatment status update and one no-fault follow-up per case, every month, with notes entered in your case management system

meridianpgny.com

EMAIL info@meridianpgny.com WEB meridianpgny.com OFFICE Brooklyn, New York

Meridian Paralegal Group is not a law firm and does not provide legal advice. All legal documents are prepared for, and under the supervision of, licensed attorneys. Prices exclude third-party, provider and court fees. Volume discounts apply to per-task services and can't be combined with the retainer.