

ONE-OFF LITIGATION - COSTS AND FEES

Stage 1 – Sending a Letter Before Action (“LBA”) via post

Debt Amount (including interest)	Fee
Up to £10,000	£65 + VAT
£10,001 - £25,000	£110 + VAT
More than £25,000	£150 + VAT

If you would like a copy of the LBA sending to the Defendant **via email**; there will be an additional charge of £10.00 + VAT per email address.

Stage 2 – Issuing a Claim

If the claim is **undisputed** and the Defendant has **not** instructed a Solicitor:-

Claim value	Court fee	Our costs	Total to be paid	Recoverable from the Defendant
Less than £300	£25	£80 + VAT	£121	£75
£300 - £500	£35	£90 + VAT	£143	£85
£500 - £1,000	£60	£135 + VAT	£222	£130
£1,000 - £1,500	£70	£150 + VAT	£250	£150
£1,500 - £3,000	£105	£165 + VAT	£303	£185
£3,000 - £5,000	£185	£180 + VAT	£401	£265
£5,000 - £10,000	£410	£200 + VAT	£650	£510
£10,000 - £25,000	4.5% of Claim	£275 + VAT	*TBC	Court fee + £100 fixed costs
£25,000 - £50,000	4.5% of Claim	£350 + VAT	*TBC	Court fee + £100 fixed costs
£50,000 - £75,000	4.5% of Claim	£425 + VAT	*TBC	Court fee + £100 fixed costs
£75,000 - £100,000	4.5% of Claim	£500 + VAT	*TBC	Court fee + £100 fixed costs

If the claim is **disputed** and/or the Defendant **has** instructed a Solicitor:-

Claim value	Court fee	Our costs	Total to be paid	Recoverable from the Defendant
Less than £300	£35	£100 + VAT	£155	£85
£300 - £500	£50	£110 + VAT	£182	£100
£500 - £1,000	£70	£165 + VAT	£268	£140
£1,000 - £1,500	£80	£180 + VAT	£296	£160
£1,500 - £3,000	£115	£200 + VAT	£355	£195
£3,000 - £5,000	£205	£225 + VAT	£475	£285
£5,000 - £10,000	£455	£260 + VAT	£767	£555
£10,000 - £25,000	5% of Claim	£325 + VAT	*TBC	Court fee + £100 fixed costs
£25,000 - £50,000	5% of Claim	£400 + VAT	*TBC	Court fee + £100 fixed costs
£50,000 - £75,000	5% of Claim	£475 + VAT	*TBC	Court fee + £100 fixed costs
£75,000 - £100,000	5% of Claim	£550 + VAT	*TBC	Court fee + £100 fixed costs

Stage 3 – Applying for a County Court Judgment (“CCJ”)

Judgment type	Our costs (if debt below £5,000)	Recoverable from the Defendant	Our costs (if debt above £5,000)	Recoverable from the Defendant
Default	£35 + VAT	£22	£45 + VAT	£30
Admission – accepted	£55 + VAT	£40	£70 + VAT	£55
Admission – rejected	£70 + VAT	£55	£85 + VAT	£70

Stage 4 – High Court Enforcement

Step	Fee
Court Fee to obtain the High Court Writ	£66
DCBL Compliance Fee (payable if the writ is aborted)	£75 + VAT

OTHER ENFORCEMENT OPTIONS

If there are no goods for the High Court Enforcement Agents to seize, you may be able to take one or more of the following steps:-

Attachment of Earnings Application

Option 1 - Preparation of application only - £240 (inc. VAT)

Option 2 - Full service - £590 (inc. VAT)

This includes:-

- £200 + VAT for preparing the application
- £110 court fee
- £200 + VAT* on account to cover further work liaising with the Court / Client / Defendant after the application is made.

**Once the £200 + VAT on account is utilised, any further follow up communications will be charged at an hourly rate of between £111 + VAT and £192 + VAT or the Client can take over conduct of the matter and liaise with the court directly (after N434 filed / served).*

Third Party Debt Order Application

Option 1 - Preparation of application only - £240 (inc. VAT)

Option 2 - Full service - £734 (inc. VAT)

This includes:-

- £200 + VAT for preparing the application
- £110 court fee
- £200 + VAT* on account to cover further work after the application is made
- £120 + VAT advocate fee

**Once the £200 + VAT on account is utilised, any further follow up communications will be charged at an hourly rate of between £111 + VAT and £192 + VAT or the Client can take over conduct of the matter and liaise with the court directly (after N434 filed / served).*

Charging Order Application

Uncontested Applications - £793 (inc. VAT)

This includes:-

- £550 + VAT for our legal fee*
- £110 Court fee
- £23 Land Registry Fees

**Our legal fee includes: -*

- a) Preparing the application and submitting it to Court;*
- b) Registering the ICO;*
- c) Serving all interested parties;*
- d) Preparing Certificates of Service / up-to-date statement of interest and filing them with the Court;*
- e) Writing to the Debtor after the FCO is granted.*

Contested Applications – In addition to the above, if the application is contested, further costs will be payable at an hourly rate tbc. A costs estimate would be provided upon receipt of the disputes raised.

Order for Questioning Application

£355 (inc. VAT) **PLUS** an advocate fee for attending the hearing TBC.

This includes:-

- £250 + VAT for our legal fee*
- £55 Court fee
- TBC Advocate fee

**Our legal fee includes: -*

- a) Preparing the application and submitting it to the Court;*
- b) Liaising with the Court to obtain a hearing date;*
- c) Producing the instructions to the advocate to attend the hearing.*

INSOLVENCY

Service of a Statutory Demand - £348 (inc. VAT)

This includes:-

- £200 + VAT for our legal fee for preparing the demand and the instruction to the process server
- £90 + VAT process server fee

Preparing a Bankruptcy Petition - £2,280 (inc. VAT)

This includes:-

- £650 + VAT our legal fees*
- £2 – search fee
- £280 – court fee
- £990 – official receiver deposit
- £90 + VAT – process server fee
- £100 + VAT – advocate fee

**Our legal fee includes:-*

- Undertaking the appropriate searches*
- Preparing a bankruptcy petition*
- Filing the bankruptcy petition and other necessary paperwork with the Court*
- Instructing a process server to serve the sealed bankruptcy petition*
- Filing the certificate of service with the Court*
- Preparing instructions to an advocate to attend the bankruptcy hearing*

Preparing a Winding Up Petition - £3,120.52 + Counsel fee TBC.

This includes:-

- £850 + VAT our legal fees*
- £11 – search fee
- £280 – court fee
- £1600 – official receiver deposit
- £90 + VAT – process server fee
- £84.60 + VAT – Advertisement fee
- £TBC – advocate / Counsel fee

**Our legal fee includes:-*

- *Undertaking the appropriate searches*
- *Preparing a bankruptcy petition*
- *Filing the bankruptcy petition and other necessary paperwork with the Court*
- *Instructing a process server to serve the sealed bankruptcy petition*
- *Filing the certificate of service with the Court*
- *Preparing instructions to an advocate to attend the bankruptcy hearing*

POST-JUDGMENT APPLICATIONS

Set Aside Judgment / Stay applications

£125 + VAT for Witness Statement on behalf of DCBL.

£500 + VAT for us to review the application and provide advice, draft a Witness Statement on behalf of DCBL and draft a Witness Statement in opposition to the application (without going on the court record).

£600 + VAT for full service including us going on the court record and sending instructions to an advocate.

£130 + VAT advocate fee for attendance at the hearing.

Applications to vary Judgment

£125 + VAT for reviewing the application and drafting written response to the court with objections.

£250 + VAT for reviewing application, booking an advocate to attend the hearing, and preparing detailed instructions with objections.

£130 + VAT advocate fee for attendance at the hearing.

OTHER WORK

Hourly Rate work

The following work is chargeable at an hourly rate, dependent on the complexity of the work, the value of the debt and who the work is carried out by:-

- a) Pre-litigation disputes;
- b) Review of case and providing advice;
- c) Settlement negotiations;
- d) Drafting a Consent Order, Tomlin Order or Settlement Agreement;
- e) Defended litigation;
- f) Legal research; or
- g) Any other ad hoc work requested.

Role	Hourly Rate
Solicitor / Legal Executive with over 4 years PQE	£192.00 + VAT per hour
Solicitor / Legal Executive with less than 4 years PQE	£161.00 + VAT per hour
Paralegal / Support staff	£111.00 + VAT per hour