

## **COURT FEES & FIXED COST INFORMATION**

Our fixed rates for each stage of a matter are shown below. Please note that any work carried out over and above the work detailed below is chargeable at the hourly rate of the fee earner dealing with your work (see page 3).

### **Letters before action – BUSINESS TO BUSINESS**

To prepare and send letter before action by First Class Post to the Registered Office address of the debtor (and by email if email address provided) will be **£35.00 + VAT**. If the debtor's trading address is different to that of the Registered Office address a further letter before action will be sent by First Class Post and will be charged at a discounted rate of **£10.00 + VAT**.

### **Letters before action – BUSINESS TO INDIVIDUAL/SOLE TRADER**

The Pre-action Protocol ("PAP") for debt claims relating to business to individuals and sole traders came into force on 1<sup>st</sup> October 2017. As a result all letters before action relating to business to sole trader/individuals debts must be compliant with the new protocol and in addition to a more detailed letter before action being sent, additional documentation must also be provided to the debtor.

To prepare and send letter before action and associated documentation to comply with The Pre-Action Protocol ("PAP") by First Class Post to the debtor's last known trading address or residential address (and by email if email address provided) will be **£55.00 + VAT**.

### **Issuing County Court Proceedings (Preparing Claim Form, Particulars of Claim and letter to Court)**

Debt Amount	Court issue fee (recoverable)	Costs recoverable as fixed by Court	Our costs + VAT
£0.00 - £300.00	£35.00	£50.00	£50.00
£300.01 - £500.00	£50.00	£50.00	£75.00
£500.01-£1,000.00	£70.00	£70.00	£100.00
£1,000.01- £1,500.00	£80.00	£80.00	£110.00
£1,500.01 - £3,000.00	£115.00	£80.00	£120.00
£3,000.01 - £5,000.00	£205.00	£80.00	£140.00
£5,000.01 - £10,000.00	£455.00	£100.00	£150.00
£10,000.01 - £100,000.00	5% of value of claim	£100.00	£160.00
£100,000.01 - £200,000.00	5% of value of claim	£100.00	£170.00
More than £200,000.00	£10,000.00	£100.00	£200.00

### Judgment Applications (Preparing Judgment application and filing with the Court)

	Less than £25	Less than £5,000	Over £5,000
Judgment in default of Acknowledgment of Service	NIL	£22.00	£30.00
Judgment in default of Defence	NIL	£25.00	£35.00
Judgment on admission accepting payment proposal	NIL	£40.00	£55.00
Judgment on admission court to decide repayment	NIL	£55.00	£70.00

### Enforcement costs

Method	Costs (plus VAT)	Court Fees (recoverable)
<b>COUNTY COURT WARRANT (BAILIFF)</b> includes transfer to appropriate court, preparation of Warrant of Execution and letter to Court to issue.	£100.00	£110.00
<b>THIRD PARTY DEBT ORDER</b> includes preparation of the Application and letter to Court to issue.	£175.00	£110.00
<b>ATTACHMENT OF EARNINGS ORDER</b> includes preparation of the Application and letter to Court to issue.	£175.00	£110.00
<b>ORDER TO OBTAIN INFORMATION</b> includes preparation of the application and letter to Court.	£120.00	£50.00
<b>CHARGING ORDER</b> includes preparation of Application and letter to the Court to issue and registering Interim Charge at H M Land Registry (additional Land Registry fees will apply)	£300.00	£110.00
<b>HIGH COURT WRIT</b> includes obtaining Combined Certificate of Judgment and initial instructions to High Court Enforcement Officers	£117.75	£66.00
<b>STATUTORY DEMAND</b> includes preparation of Demand and r instructing agents to serve/or postal service. (Agents fees are additional)	£150.00	NIL
<b>BANKRUPTCY PETITION</b> preparation of Petition, issue of Petition and instructing agents to serve Petition. (Agents fees are additional)	£500.00	£280.00 + £990.00 official receivers deposit
<b>WINDING UP PETITION</b> includes preparation of Petition, issue of Petition and instructing agents to serve Petition. (Agents fees and advertising fees are additional)	£700.00	£280.00 + £1,600.00 official receivers deposit

## HOURLY RATES

We review our hourly rates each year to take into account increases in costs. We will notify you in writing if the rates you are being charged are increased and the date from which the increases will apply.

<b>Grade</b>	<b>Description</b>	<b>Hourly rate</b>
1	Partners with over 8 years' post-qualification experience	£217.00
2	Solicitors and legal executives with over 4 years' post-qualification experience	£192.00
3	Solicitors of less than 4 years' post-qualification experience, legal executives and fee earners of equivalent experience	£161.00
4	Trainees, paralegals and fee earners of equivalent experience	£118.00
5	Assistants (other than secretarial work)	£65.00

VAT is chargeable on our fees.

November 2018