

Costs information for litigation work and debt recovery matters

Our Pro Bono Commitment

NLS Legal operates on a pro bono basis for all of our work carried out in our Civil Litigation and Business Service. We do not charge our clients professional fees for the legal work we carry out. As a not-for-profit charity, our services are free of charge to assist those who cannot afford to pay usual commercial rates and, therefore, would not otherwise be able to access legal services.

As we do not charge for our time, you will not receive a bill from us for our legal fees. Our professional services are provided entirely free of charge (£0) and do not attract VAT. We will always communicate with you at the outset of your matter to confirm our pro bono arrangement.

Court Fees and Third-party Expenses

Please note that you remain responsible for third-party expenses (disbursements) incurred during your case, such as court fees or help with enforcement. You will need to pay these directly to the court or a third party.

You should also be aware that there may be other additional costs (such as barristers' or mediators' fees or expert reports) that are not provided by us and are not included in this document. While our legal work is free and does not attract VAT, certain third-party expenses (disbursements) may be subject to VAT depending on the external provider. We will provide written costs information regarding potential expenses prior to starting the relevant work on your case.

Fee Summaries

Advising on debt recovery action

Bailiffs or High Court Enforcement Fees
£75-£300*

*May be recoverable from the debtor

Representing Claimant or Creditor in Court claims

Claim Value	Court Fee**
Up to £300	£35
Greater than £300 but no more than £500	£50
Greater than £500 but no more than £1000	£70
Greater than £1000 but no more than £1500	£80
Greater than £1500 but no more than £3000	£115
Greater than £3000 but no more than £5000	£205

Greater than £5000 but no more than £7500	£455
Greater than £7500 but no more than £10000	£455
Greater than £10000 but no more than £200,000	5% of value of claim
Greater than £200,000	£10,000

Representing in a Court claim for something other than money (eg. charging order, injunction, or to deal with a Part 8 Claim)

Court Fee**
County Court - £308
High Court - £528

****These fees, or a proportion of them, may be recoverable from the other side if successful at the conclusion of litigation. However, it is possible that no costs award is made or that the costs awarded are less than the amount you have paid.**

Please note that court fees change regularly. The most up-to-date court fees are available at <https://www.gov.uk/court-fees-what-they-are>.

Experience and Qualifications

All litigation and debt recovery matters will be undertaken by our team of law student volunteers, legal assistants, paralegals and trainee solicitors under the supervision of our specialist civil litigation and business solicitor, [Charis Wong](#). Charis qualified as a solicitor in 2019 and predominantly provides advice and representation to individuals/small businesses on their civil disputes.

All our student volunteers are current Nottingham Law School students, undertaking legal studies at both under-graduate and post-graduate level.

Our legal assistants are either undergraduate law students undertaking a placement with us as part of their law degree or they are law graduates.

Our paralegals and trainee solicitors are all law graduates. Some of them are also completing, or have completed, their professional post-graduate studies or qualification pathways (including the Solicitors Qualifying Examination (SQE), Legal Practice Course or Bar Training Course).

Whilst our law students, legal assistants, paralegals and trainee solicitors are not legally qualified, they all work under the supervision of a qualified solicitor.

Key Stages and Timescales

A typical civil litigation or debt recovery matter would involve some of the following work:

- Taking your instructions and reviewing documentation
- Undertaking relevant research where applicable

- Providing you with advice
- Sending a letter before action
- If the debt is not paid/matter is not settled, drafting and issuing claim
- Drafting statements of case
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- Attending mediation and court hearing(s)
- If payment is not received or the matter is not resolved after Judgment is received, providing you with advice on next steps and likely costs

As each case is different, you will be provided with information on key stages and timescales, relevant to the circumstances in your particular case as part of our civil litigation and debt recovery service.

Timescales for debt recovery matters

Typically, undisputed debt recovery matters usually take 3-6 months from receipt of instructions from you to receipt of payment from the other side, depending on whether it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of pre-action letter or Judgment in Default.

For disputed debt recovery matters, it can take around 6-18 months for a Judgment to be obtained.

If enforcement action is needed on either of the above matters, it will take longer to resolve.

Timescales for other civil litigation matters

As an indication, other civil litigation matters can last anywhere between 3-24 months, depending on the circumstances of your case. Typically, research, initial advice and pre-action work will take around 3-4 months. Drafting and issuing claims then follow and court proceedings usually take around 6-18 months, depending on different factors including the complexity of the matter, the approach taken by the other party and the court's availability. If enforcement action is needed, it will take longer to resolve.

Because we work on a pro bono basis, our £0 fee model remains completely unchanged regardless of how long the case takes to resolve.