

## Costs information for litigation work and debt recovery matters

### **Fees we may charge for litigation work and debt recovery matters**

We operate a fee-charging service for some of the work carried out on our Civil Litigation and Business Service. As a not-for-profit charity, any fees we charge are lower than those you would find at private practice law firms. This reflects that we assist those that cannot afford to pay usual commercial rates and, therefore, would not otherwise be able to access legal services. All money paid to us in fees is invested in our pro-bono (free) services across all of the firm's practice areas.

If it appears to us that you are unable to pay any fees for your matter, and are in significant need of legal help, then we are able to waive these fees and conduct your matter pro-bono (for free). We will always communicate at the outset whether we are charging you for our service or acting pro-bono.

If your matter includes expenses such as paying a court fee to issue a claim, then you will always need to pay these.

The typical costs for our charging matters are set out below. None of our fees attract VAT. You should also be aware that there may be other additional costs (such as barristers' or mediators' fees or expert reports) that are not included below. We will provide written costs information to you prior to starting any work on your case.

### **Advising on prospects of claim, defence in money or commercial disputes**

To meet with you, consider your matter, review documentation, and advise you on your options and prospects of success - £50

### **Advising on debt recovery action**

<b>Our Fee</b>	<b>Bailiffs or High Court Enforcement Fees</b>	<b>Total</b>
£50	£75-£300*	£125-£350

\*May be recoverable from the debtor

### **Representing Claimant or Creditor in Court claims**

<b>Claim Value</b>	<b>Court Fee***</b>	<b>Our Fee</b>	<b>Total**</b>
Up to £300	£35	£50	£85
Greater than £300 but no more than £500	£50	£60	£110
Greater than £500 but no more than £1000	£70	£80	£150
Greater than £1000 but no more than £1500	£80	£120	£200
Greater than £1500 but no more than £3000	£115	£150	£265
Greater than £3000 but no more than £5000	£205	£250	£455

Greater than £5000 but no more than £7500	£455	£375	£830
Greater than £7500 but no more than £10000	£455	£500	£955
Greater than £10000 but no more than £200,000	5% of value of claim	5% of value of claim	10% of value of claim
Greater than £200,000	£10,000	5% of value of claim	£10,000 plus 5% of value of claim

### Representing Defendant or Debtor in Court claims

Claim Value	Our Fee**
Up to £300	£50
Greater than £300 but no more than £500	£60
Greater than £500 but no more than £1000	£80
Greater than £1000 but no more than £1500	£120
Greater than £1500 but no more than £3000	£150
Greater than £3000 but no more than £5000	£250
Greater than £5000 but no more than £7500	£375
Greater than £7500 but no more than £10000	£500
Greater than £10000 but no more than £200,000	5% of value of claim
Greater than £200,000	5% of value of claim

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

Court Fee	Our Fee	Total**
County Court - £308	£500	£808
High Court - £528	£500	£1028

**\*\*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 and paralegals 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 are all law graduates. Some of our paralegals are also completing, or have completed, their professional post-graduate studies (Legal Practice Course or Bar Training Course).

Whilst our law students, legal assistants and paralegals 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.

If we are charging for the service, rather than providing the service pro bono (for free), then our fixed fees as set out above are not impacted by how long the case takes.