

Pricing Information — AFG Law

Dispute Prices Information

Debt Recovery

Legal Fees (Fixed Fee):

The below table sets out the fees and costs associated with a claim issued at the Court Money Claims Centre. These costs apply where your claim is in relation to an unpaid invoice which is not disputed, and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs, if necessary, which could be on a fixed fee (e.g. if a one-off letter is required), or an hourly rate if more extensive work is needed.

Debt value	Court fee	Our fee (excluding VAT)	VAT (20%)
Up to £5,000	£35 - £205	£300 - £600	£60 - £120
£5,001 - £10,000	£455	£500 - £1,000	£100 - £200
£10,001 - £50,000	4.5% (online) 5% (paper) of the value of the claim	£3,000 - £20,000	£600 - £4,000
£50,001 - £100,000	4.5% (online) 5% (paper) of the value of the claim	£20,000 - £50,000	£4,000 - £10,000

Anyone wishing to proceed with a claim should note that:

- Claims for sums of less than £10,000 are highly likely to be allocated to the small claims track where only nominal fixed costs are recoverable from the other party if you are successful.
- The VAT element of our fee cannot be reclaimed from your debtor if you are VAT registered.
- VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.
- Interest and costs may take the debt into a higher banding, with higher Court fees applicable.
- The costs quoted above are not for matters where enforcement action, such as the bailiff attending, is needed to collect your debt.
- The standard, undefended debt recovery process does not include, tailored Particulars of Claim, defended actions & complex letters before claim.
- A standard letter before action/letter before claim costs £100.00 (+20% VAT of £20.00). A tailored letter before action / letter before claim will be charged subject to our hourly rates (+20% vat)
- Applying for Judgment is charged at a fixed rate of £100.00 (+20% VAT of £20.00)

Our fee includes:

- Taking your instructions and reviewing documentation;
- Undertaking appropriate searches;

- Sending a letter before action;
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim;
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default;
- When Judgment in default is received, writing to the other side to request payment;
- If payment is not received within 21 days, providing you with advice on next steps and likely costs.

Matters usually take 2-16 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgment in default. If enforcement action is needed, the matter will take longer to resolve.

Legal Fees (Hourly Rate):

These costs apply where the other party disputes your claim and further work is required. Our hourly rates vary depending on the location and experience of your solicitor.

TITLE/JOB ROLE/EXPERIENCE VAT (20%)

Directors, Partners and Solicitors or Chartered Legal Executives with over 8 years' relevant experience.

(Grade A) £272 - £300 per hour plus VAT £54.40 - £60.00

Solicitors and Chartered Legal Executives with over 4 years' relevant experience.

(Grade B) £233 - £250 per hour plus VAT £46.60 - £50.00

Other Solicitors, Legal Executives and fee earners of equivalent experience

(Grade C) £189 - £200 per hour plus VAT £37.80 - £40.00

Trainee Solicitors, Paralegals and Clerks

(Grade D) £134 - 150 per hour plus VAT £26.80 - £30.00

On average, this type of work takes between 4-50 hours to complete.

Please note VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.

The exact number of hours it will take depends on the circumstances in your case, such as:

- The amount of supporting evidence that we need to consider;
- Whether the debt is paid upon receipt of initial correspondence from us;
- The response received (whether the debt is defended or not);
- The level of disclosure that is to be provided;
- The amount of expert evidence (if any) which is required;
- The number of witnesses required;

- The amount of days that any final hearing is listed for;
The conduct of the other party.

If you are able to provide sufficient evidence at our first meeting, the cost is likely to be at the lower end of this range. If the claim is defended or a counterclaim is submitted, then the fees may be reviewed and in excess of these figures.

What services are included?

The work will involve:

- Discussing your circumstances in detail and confirming whether this is the most appropriate action for you to make and what other options may be available to you;
- Giving you advice about the requirements of the Civil Procedure Rules and whether you meet the criteria;

Considering the supporting evidence you have provided, which we anticipate will take 1-5 hours;*

- Where necessary, helping you to obtain further evidence, such as expert reports or obtaining witness evidence;
- Preparing your claim and submitting it on your behalf, which we anticipate will take 3-5 hours;
- Attendance at court, we will give you clear advice (and discuss the possibility of us attending with you) at the appropriate time or arranging representation for you by a barrister or other advocate. This could be between 5-30 hours of work;

Giving you advice about the outcome of the claim and any further steps you need to take; and Advising of any enforcement options available following a successful outcome.

[the number of hours depends on the number of documents, whether anything missing and how long will take to obtain the missing documents.]

The costs quoted above do not include:

- Enforcement costs;
- Any additional application that may be required;
- The costs of other parties which you are ordered to pay;
- Where the court dismisses your claim, any advice and assistance relating to an appeal. How

long will my claim take?

We cannot guarantee how long the court will take to process any claim that you make. We will normally be able to submit this type of application within 8-16 weeks of you instructing us, but we will let you know at the earliest opportunity if it is likely to take longer than this. There are Pre-Action Protocols which have to be followed before proceedings can be issued to ensure that there are no penalties in respect of the recovery of costs and these can take time. Also, if mediation is requested by the responding party, then this should be entered into as there are penalties of up to 30% reductions to legal costs for an unreasonable refusal to mediate.

Please note the anticipated number of hours and fees are an estimate based on the facts above. All applications are likely to vary and of course, we can give you a more accurate estimate once we have more information about your specific case.

Disbursements:

Disbursements are costs related to your matter that are payable to third parties, we handle the payment of the disbursements on your behalf to ensure a smoother process. However, there may be occasions where we request those monies from you in advance of the payment being made by us. Potential disbursements you may incur are:

- Court fees;
- Counsels fees;
- Expert fees;
- Mediator's costs;

If we attend a court hearing, meeting or mediation there will be additional disbursements in respect of our mileage/travel expenses.

Defended Small Claims (up to £10,000)

	Disbursements	Our Charges (plus vat)
Handling standard defended small claims (which does not include a counterclaim, nor preparation of witness statements) and instructing Counsel and which may differ depending on complexity, which we will agree in advance with you.	£175 (+ 20% VAT of £35)	Hourly rate of £134.00 - £272.00 plus VAT may apply depending upon complexity of the claim and an estimate of costs will be agreed with you in advance.
Court Hearing fee where the debt value is up to £300	£27	
Court Hearing fee where the debt value is up to £500	£59	
Court Hearing fee where the debt value is up to	£85	
Court Hearing fee where the debt value is up to	£123	
Court Hearing fee where the debt value is up to	£181	
Court Hearing fee where the debt value is up to	£346	
Drafting standard Consent Order	£108	£150
Adjourned hearings	£350	£500
Counterclaims	Court fee will depend on the value of counterclaim but is the same scale as above for issue fees.	Hourly rate of £134 - £272 plus VAT may apply depending upon complexity of the Counterclaim and an estimate of costs will be agreed with you in advance.
Setting aside Judgment application	£750	£1200 plus £240 VAT

For the above we will be charging you at our hourly rates. We will estimate our fees to deal with each action at each stage. Depending on the complexity of the matter and the work required we will review and try to agree with you an estimated charge for that specific action. We will inform you and get your agreement before any work is undertaken. Please note VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.

What are the costs for Enforcement of Judgment?

	Disbursements	Our Charges	VAT (20%)
Issuing Warrant of Execution to Bailiff	£130 (goods/property) £83 (money)	£50	£10
High Court Enforcement Officers	£66	£100	£20
Re-Issue of Warrant of Execution	£33	£30	£6
Charging Order on Property dealt with on papers	£119 and Land Registry fees of £23	£200	£40
Charging Order hearing if objection filed, agents fee to attend hearing	£175 (+20% VAT of £35)	£150	£30
Third party debt order to first hearing	£119 agents fee for attendance	£250	£50
Order to obtain information through the Court	£55 agent's fees for service	£100	£20
Attachment of Earnings	£119	£200	£40

Employment Tribunals

Our pricing for bringing and defending claims for unfair or wrongful dismissal:

- Simple case: £1,000 - £6,000 (+20% VAT of £200 £1,200);
- Medium complexity case: £6,000 - £15,000 (+20% VAT of £1,200 £3,000);
- High complexity case: £15,000 - £25,000 (+20% VAT of £3,000 £5,000).

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim;
- Defending claims that are brought by litigants in person;
- Making or defending a costs application;
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties);
- The number of witnesses and volume of documents;
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer; and
- Allegations of discrimination which are linked to the dismissal. It is considered that allegations of discrimination are inherently complex in nature.

There will be an additional charge for attending a Tribunal Hearing of £1200.00 per day (+20% VAT of £240.00). Generally, we would allow 0-3 days depending on the complexity of your case.

The above fees are estimates based on anticipated time spent by appropriately legally qualified or non-qualified staff. We usually charge on a time basis and details of how we would charge in any particular case would be set out in our client care letter, as would details of the seniority and qualifications of persons carrying out the work. In some very limited instances, we may offer to carry out work on a Damages Based Agreement (no win, no fee arrangement). In those cases, clients might be expected to pay disbursements liable to VAT including experts fees, Counsel's fees, accommodation fees, and some photocopying charges; and disbursements not liable to VAT including travel costs and some photocopying charges.

Please note that VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. However, there may be occasions where we request those monies from you in advance of the payment being made by us.

Counsel's fees estimated between £500 to £5,000 per day (+20% VAT of £100 - £1,000) if counsel is registered for VAT (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation).

Key stages

The fees set Out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change);
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
- Preparing claim or response;
- Reviewing and advising on claim or response from other party;
 - Exploring settlement and negotiating settlement throughout the process;
 - Preparing or considering a schedule of loss;
 - Preparing for (and attending) a Preliminary Hearing, including instructions to Counsel;
 - Exchanging documents with the other party and agreeing a bundle of documents;
 - Taking witness statements, drafting statements and agreeing their content with witnesses;
 - Preparing bundle of documents;
 - Reviewing and advising on the other party's witness statements;
 - Agreeing a list of issues, a chronology and/or cast list; and
 - Preparation and attendance at Final Hearing, including instructions to Counsel.

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 2-8 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 20-52 weeks. This is just an estimate, and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Employment — Drafting Contracts and other documentation

Our lawyers resolve complex and often sensitive commercial disputes which can involve employees, managers/Directors or shareholders regularly, as well as draft a variety of legal documents which keep your business one step ahead.

Our people take the time to really get to know what's different and special about your business so that the advice we give really has an unusual amount of added value. We offer an annual advice retainer service to small and medium size businesses at competitive rates or advice on an ad-hoc basis on an hourly rate (plus vat) basis. A detailed cost estimate will be provided once further information is known about the issue.

Application for a Grant of Probate only

You can instruct us to only apply to the Probate Registry to obtain the Grant of Probate on your behalf. We will require all the necessary details of the assets and liabilities of the estate.

Non-Taxable Estates

What this includes:

- Providing you with a probate solicitor to work on your matter.
- Identifying the legally appointed Executors or Administrators.
- Preparing necessary paperwork for signing.
- Complete the Probate Application.
- Obtaining the Probate.

The exact cost will depend on the number of the assets in the estate and whether you are claiming any allowances.

Legal Fees:	£1,250.00 plus VAT (£1,500)
Disbursements:	These are expenses (also known as disbursements) that we must pay out of your behalf
Probate Court Fee:	£300.00
Extra copies of the grant of probate	£1.50

If an estate is taxable we can provide a fixed fee once we have all the information. The exact cost will depend on the number and complexity of the assets in the estate, and whether you are claiming any tax reliefs.

These estimates are for applying for the grant only. If the instructions extend beyond this, the price will increase.

Full Administration Fees

You can instruct us to deal with the whole administration of the estate the cost for which would include:

- Providing you with a probate solicitor to work on your matter.
- Meet with you (virtually or in person) to discuss what information we require.
- Identify the type of Probate application you will require.
- Contact all asset holders and liabilities to obtain date of death valuations
- Prepare the Court application, legal statement of truth and HM Revenue & Customs inheritance tax forms (if necessary)
- Submit the inheritance tax forms to HM Revenue & Customs (if applicable)
- Make the application to the Probate Court on your behalf
- Chase and/or liaise with the Court
- Once the Grant has been issued, prepare the closure forms/transfer forms.
- Correspond with banks/assets to release funds
- Look to discharge any liabilities
- Sell investments and/or property (if applicable)
- Pay any pecuniary legacies
- Contact the beneficiaries of the estate and carry out bankruptcy searches
- Draw up estate accounts and deal with the distribution of the estate.

Our fees will be calculated based on the number of hours it takes to complete the administration. The hourly rate will depend on the level of experience of the Fee Earner dealing with your matter.

Non-Taxable Estates: Where the total value of the assets in the estate is less than the nil rate band (before the use of the Residents Nil Rate Band)

Legal Fees:	Starting from £2,500.00 plus VAT (£3,000)
Disbursements:	These are expenses (also known as disbursements) that we must pay out of your behalf
Probate Court Fee:	£300.00
Extra copies of the grant of probate	£1.50
Bankruptcy-only Land Charges search (per beneficiary):	£2.00
S.27 Notice in the London Gazette and in a local newspaper	£150.00 to £300.00 depending on the local newspaper advertising costs

Factors which may cause the costs to rise above this estimate are:

- If the person making the application is doing so acting under a Power of Attorney or a Court of Protection Deputyship.
- If the validity of the Will is questioned.
- If the Will is complex.

- If any of the beneficiaries are unknown or need to be traced.
- If there is a Trust contained in the Will.
- If the Residence Nil Rate Band is being claimed.
- If there is a dispute between beneficiaries on the division of the assets.
- If there is inheritance tax payable and the Executors need to submit a full account to the HMRC.
- If there is a claim made against the estate.
- If there is more than one property.
- If there are foreign assets.
- If there are business assets.
- If the estate consists of any shareholdings.
- If corrective accounts need to be submitted to HMRC.
- If there needs to be the application of 'downsizing' when applying for Residence Nil Rate Band.
- If there needs to be a claim made for either Agricultural Property relief or Business Property relief.

We can provide you with a more accurate estimate once we have more information about the estate.

Intestate Estates

A person may pass away without leaving a Will, or a valid Will. This means that they have died intestate.

Although the processes referred to above will still apply, additional costs will be incurred. We will incur extra time in identifying and tracing the correct person to administer the estate and the beneficiaries of the estate. The additional costs are usually in the region of £2,000.00 to £4,000.00 plus VAT (£2,400 - £4,800) but we can give you a more accurate quote once we know more about the deceased circumstances.

We would instruct an Enquiry Agent or Tracing Agent to provide confirmation of the people entitled to benefit. They would charge for their services as a disbursement. The costs depend on the particular situation, for example, the number of beneficiaries that need to be traced, or the complexity of the family structure. An estimate would be provided before the work was undertaken.

All estate administration work is supervised by a qualified solicitor.