

PROBATE

Our Team has over 20 years of collective experience in delivering high quality work in all matters relating to Wills and Estate Administration. The Team has particular expertise in high value estates, Inheritance Tax matters and Estates which consist of Agricultural and Business assets.

We have two members of the Team who may work on your matter. Regardless of who works on your matter they will be supervised by Sioned Thomas, Director and Head of Probate and Estate Administration.

Summary of work that may be carried out in a Probate matter:

1. Initial meeting with Personal Representatives.
2. Gathering information from Personal Representatives as to assets and liabilities (assets are the items the deceased owned own, liabilities are what the deceased owed to other parties) including bank and building society accounts, investments, shareholdings, insurance policies, property deeds and information, outstanding bills and contacting relevant companies to inform them of the death.
3. Preparing a breakdown of assets and liabilities as at the date of death.
4. Completing the Inheritance Tax Form IHT205 if it is an excepted estate where no inheritance tax is payable, or a full inheritance tax return IHT400 if the tax is payable and/or does not qualify as an excepted estate.
5. Submitting Inheritance Tax Return to the Inheritance Tax Office and the application for Probate to the Probate Registry.
6. Sending sealed Grant of Probate/Letters of Administration to all companies listed on the assets and liabilities list to arrange closure or transfer of the accounts and other assets to the correct beneficiaries (the people who inherit the Estate under the terms of the Will or under the intestacy laws when there is no Will in place).

Probate or Letters of Administration is a legal document needed to close bank accounts, sell or transfer assets and settle debts after someone has died. These are official documents that grant an individual(s) ("Personal Representatives") permission to access and manage everything owned by a person (known as "the Estate") after they have died.

Law

7. Arranging for Statutory Notices to be placed in the London Gazette and a newspaper local to anywhere the deceased held land. Statutory Notices are an advertisement placed in the papers to inform potential creditors that the Estate is soon going to be distributed and gives creditors an opportunity to claim back money or property owed before the Estate is distributed.
8. Preparation of Estate Accounts for approval by the Personal Representatives.
9. Distributing Estate funds in accordance with the Will or the rules of intestacy (intestacy is where there is no will).

Fees:

We do not charge an uplift fee based on the value of the estate but rather our charges are based on our hourly rates and the time spent on the matter. Hourly rates vary depending on who works on your matter, this is outlined below:

Director	£260 + VAT
Chartered Legal Executive	£175 + VAT
Trainee Solicitor	£120 + VAT

VAT is currently charged at 20%.

Timescales:

Time taken to deal with estates depends on the complexity of the matter and every situation is different.

Example 1:

1. There is a valid Will
2. There is one residential property
3. There are two bank or building society accounts
4. There are no intangible assets (i.e. an asset that is not physical in nature)
5. There are no foreign assets
6. There are 1 – 3 beneficiaries
7. There are no disputes between beneficiaries and division of assets.
8. There is no Inheritance Tax payable and the Personal Representatives do not need to submit a full account to HMRC
9. There are no claims made against the Estate

Law

We anticipate it will take between 20-30 hours work at an hourly rate of £260 plus VAT (for work carried out by a Director) or £175 plus VAT (for work carried out by a Chartered Legal Executive- CILEx) and the total **estimated** costs would be £4,000-£6,000 + VAT (for work undertaken by a Director) and £3,200 - £4,800 +VAT (for work undertaken by a CILEx member).

We estimate that it would take between 5-7 months to deal with this type of estate. This timeframe varies for each case and the complexity of the matter, and if there are delays in processing documents at HM Revenue & Customs or with the Probate Registry this could affect the timescales provided.

Example 2:

1. There is a valid Will
2. There is one residential property
3. There are no more than five bank or building society accounts
4. There are no intangible assets (i.e. an asset that is not physical in nature)
5. There are no foreign assets
6. There are no more than 6 beneficiaries
7. There are no disputes between beneficiaries and division of assets.
8. A full IHT400 inheritance tax form needs to be completed
9. There are no claims made against the Estate

We anticipate this will take between 30-40 hours work at an hourly rate of £260 plus VAT (for work carried out by a Director) or £175 plus VAT (for work carried out by the Chartered Legal Executive - CILEx) and the total **estimated** costs would be £6,000-£8,000 + VAT (for work undertaken by a Director) and £4,800 - £6,400 + VAT (for work undertaken by a CILEx member).

We estimate that it would take between 9-12 months to deal with this type of estate. This timeframe varies for each case and the complexity of the matter and if there are delays in processing documents at HM revenue & Customs or with the Probate Registry then this could affect the timescales provided.

The cost and timescale estimates are on the basis that we assume that information will be provided promptly.

- a. The LawSoc note says that we should:
 - i. make it clear to prospective clients that the average price stated will not be the exact price that we end up charging every client.
 - ii. state if an initial client interview is included in the fee
 - iii. include in our assumptions that we assume information will be provided promptly – probably in relation to costs and timescales

Potential additional costs:

- Multiple properties
- No valid Will
- Foreign assets
- More than 6 beneficiaries
- Negotiation with HMRC on any inheritance tax issues and inheritance tax liability
- Trusts in existence at the date of death or created by will
- Dealing with income tax/capital gains tax matters
- Contested matters
- Queries by beneficiaries or disputes regarding a Will
- Deeds of Variation
- Difficulties in obtaining information and instructions

Expenses and disbursements (plus applicable VAT) will also be payable in addition to our fees plus VAT. These are costs payable to other organisations which are incurred by us in acting for our clients in these matters such as Court fees, and will include;

- Probate application fee of £155.00 plus 50p for each sealed copy of the Probate
- Bankruptcy only Land Charges department searches £2.00 per beneficiary
- £200-£250 for Statutory Notices placed in the London Gazette and a local newspaper, to protect against unexpected claims from unknown creditors for which the Personal Representative could be personally liable. This fee varies depending on the local newspaper in which the notice is inserted (the paper should be local to the area in which the deceased owned land).

Potential additional costs:

- If any additional copies of the Grant are required, they will cost £1.50 + VAT per copy (one copy Grant per asset is recommended).
- Dealing with the sale or transfer of any property in the Estate is not included.
- Electronic identification verification:
 - a. £2.40 (plus VAT) per individual
 - b. £8.50 (plus VAT) per LTD or LLP, any parent company
 - c. £5.76 (plus VAT) per sole trader, partnership, PLC

VAT is currently charged at 20%.

Law

Details of work and experience:

Sioned Thomas – Director

Sioned qualified as a solicitor in 2003 and is head of the Private Client and Agriculture teams at RDP, specialising in Wills and Probate. Sioned has been working in this area since she qualified and has helped thousands of clients. She spends 80% of her time on private client matters and mostly deals with complex high value estates.

She became a Partner in 2012 and a Director of the firm in 2015.

Sioned is a STEP qualified solicitor. She is also a fluent Welsh speaker.

Katie Kenealy – Chartered Legal Executive

Katie has over 8 years' experience in private client work, specialising in estate planning and probate. She spends around 70% her time acting in relation to probate administrations. She has particular expertise in administering intestacies and complex estates.

Katie is a Graduate of the Chartered Institute of Legal Executives and, prior to joining RDP, worked at a large law firm in Cardiff for 10 years. Katie is a STEP Affiliate and junior member of Solicitors for the Elderly.

RESIDENTIAL CONVEYANCING

We do not offer a general conveyancing service. Instead, our team of property specialists offers a bespoke service that accommodates the person and commercial requirements of new and existing clients.

Our Team has many years of experience in delivering high quality work in all matters relating to residential conveyancing.

There are four members of the Team who may work on your matter. Regardless of who works on your matter they will be supervised by James Davies head of RDP's Real Estate team.

Sale of a residential property**Summary of work carried out:**

The work will, typically, consist of the following:

1. Obtaining your deeds;
2. Preparing, with you, disclosure concerning your property;
3. Preparing and negotiating a sale contract and a land transfer;
4. Dealing with queries raised by the purchaser;
5. Dealing with the redemption of any mortgage or borrowing that might be charged against your property;
6. Exchanging on your sale;
7. Thereafter dealing with the physical transfer of your property to the buyer.

Fees:

We estimate fees based on the value of the property, as below for existing clients and portfolio owners:

PROPERTY VALUE	FEE ESTIMATE	FOR EXISTING CLIENTS AND PORTFOLIO OWNERS ONLY
Up to £200,000	£825 +VAT	✓
£200,001 - £250,000	£935 +VAT	✓
£250,001 - £300,000	£1045 +VAT	✓
£300,001 - £350,000	£1210 +VAT	✓
£350,001 - £400,000	£1430 +VAT	✓
£400,001 - £450,000	£1650 +VAT	✓
£450,001 and over	**	

Law

**For real estate transactions over £450,001 a tailored conveyancing package is prepared by a senior member of the team. Please call for a consultation.

Leasehold properties will incur an additional £200 +VAT fee.

VAT is currently charged at 20%

Our fees are calculated on the basis that:

- (a) The property is held under a single freehold* title at the Land Registry with no title defects;
- (b) One contract is submitted to one purchaser;
- (c) The purchase is via an unconditional contract and the property is sold with vacant possession; and
- (d) Completion takes place on the date agreed in the contract.

*If it is a leasehold property, we charge an extra £200 + VAT on top of the standard fee.

VAT is currently charged at 20%

If the sale becomes more complicated than we initially thought, or if unforeseen problems arise, we may have to increase our fees. If that does transpire, we shall inform you BEFORE we incur any additional costs and will AGREE THESE with you, in advance.

Our fees are not conditional on completion occurring and will be payable should the transaction abort, for any reason. In such circumstances you will be charged for work done to date, but ALWAYS within the remit of the originally estimated fee or else any increased fee agreed with you thereafter.

Hourly rates:

Director	£260 + VAT
Associate	£190 + VAT
Chartered Legal Executive	£150 + VAT

VAT is currently charged at 20%.

Disbursements / Third party payments:

In addition to fees, expenses and disbursements will be incurred plus applicable VAT will be applied. Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

Typically, on a sale the sole third-party charge will be for Official Copies. These are the documents that evidence your title. The Land Registry charges £3 per office copy document (VAT will be added to this). Every title will have an official copy and a title plan, meaning a charge of £6 (VAT will be added to this).

Law

Many titles then have other titles documents referred to within them and these will cost £3 per document to obtain (VAT will be added to this).

Further charges can arise where there is a defect in title, which may require insurance. For example, where a title document cannot be found, and the buyer requires insurance against anything adverse arising from it. We will let you know if such charges arise, as the sale process evolves.

We will let you have a breakdown of those disbursements and third-party charges that we can predict as part of your original estimate and BEFORE work commences on your matter.

A further example of expenses is:

- Electronic identification verification:
 - £2.40 (plus VAT) per individual
 - £8.50 (plus VAT) per LTD or LLP, any parent company
 - £5.76 (plus VAT) per sole trader, partnership, PLC

Timescales:

It is anticipated that work on this type of matter is likely to take 6 – 8 weeks to complete, in a “problem free” transaction with no complicated “conveyancing chain”. However, please note that this is an estimate only. You will be notified if any unforeseen circumstances arise which affect the estimated timescale.

Purchase of a residential property

The work will consist of the following:

1. Investigating title to the property. This typically involves three areas of investigation:
 - a. carry out searches against the property (for example, a local search, an environmental search or a water and drainage search. These searches give details about the property and help us to analyse any risk that might need to be drawn to your or your lender’s attention);
 - b. carrying out a comprehensive review of the title to the property to check that it is satisfactory and not defective; and
 - c. reviewing and analysing the disclosure of the seller.
2. The negotiation a purchase contract and a land transfer;
3. Providing you with advice on any borrowing that you are obtaining to fund your purchase and dealing with your lender in respect of this;
4. Preparing for you a formal report on title. This gives you a complete legal overview on what you are purchasing and is a document that should be retained for future use / reference;

Law

5. Dealing with exchange of contracts for the acquisition of your property and the subsequent land transfer; and
6. Dealing, post completion of your purchase with the payment of any stamp duty or land transaction tax that might be payable and the registration of the title to your property at The Land Registry.

Fees:

We estimate fees based on the value of the property, as below:

PROPERTY VALUE	FEE ESTIMATE	FOR EXISTING CLIENTS AND PORTFOLIO OWNERS ONLY
Up to £250,000	£1045+VAT	✓
£250,001 - £300,000	£1155 +VAT	✓
£300,001 - £350,000	£1375 +VAT	✓
£350,001 - £400,000	£1595 +VAT	✓
£400,001 - £450,000	£1815 +VAT	✓
£450,001 and over	**	

**For real estate transactions over £450,001 a tailored conveyancing package is prepared by a senior member of the team. Please call for a consultation.

VAT is currently charged at 20%.

Our fee is calculated on the basis that:

- (a) The property is held under a single freehold* title at the Land Registry with no title defects;
- (b) One contract is submitted to one purchaser;
- (c) The purchase is via an unconditional contract and the property is acquired with vacant possession;
- (d) Completion takes place on the date agreed in the contract;

*If it is a leasehold property, we charge an extra £200 + VAT on top of the standard fee.

VAT is currently charged at 20%.

If the purchase becomes more complicated than we assume, initially, or if unforeseen problems arise, we may have to increase our fees. If that does transpire, we shall inform you BEFORE we incur any additional costs and will AGREE THESE with you, in advance.

Our fees are not conditional on completion occurring and will be payable should the transaction abort, for any reason. In such circumstances you will be charged for work done to date, but ALWAYS within the remit of the originally estimated fee or else any increased fee agreed with you thereafter.

Law

Hourly rates:

Director	£260 + VAT
Associate	£190 + VAT
Chartered Legal Executive	£150 + VAT

VAT is currently charged at 20%.

Disbursements / Third party payments:

In addition to fees, expenses and disbursements will be incurred. Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters

More fees are payable to third parties on the acquisition of real estate than on the sale of real estate. For example:

Searches are usually carried out against the property. A normal suite of searches for a residential dwelling, costs around £300 (VAT will be added to this) however this could be more on higher value properties. That figure can increase depending on what searches are obtained and the fee earner dealing with your case will discuss this with you to provide you with a tailored quote.

A further example of expenses is:

- Electronic identification verification:
 - £2.40 (plus VAT) per individual
 - £8.50 (plus VAT) per LTD or LLP, any parent company
 - £5.76 (plus VAT) per sole trader, partnership, PLC

VAT is currently charged at 20%.

Purchasers of residential property can also be required to pay stamp duty on purchase (in England) or land transaction tax (in Wales). We will provide you with a calculation of this tax, when providing you with an estimate but, below, are links to online calculators, which will enable you to check this for yourself:

Land Transaction Tax Calculator (for properties in Wales) - <https://beta.gov.wales/land-transaction-tax-calculator>

Stamp Duty Land Tax Calculator (for properties in England) - <https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#/intro>

Land Registry Registration Fee Calculator - <https://landregistry.data.gov.uk/fees-calculator.html>.

Costs are also incurred in registering the title to the property and, again, we will cost this for you when tailoring your estimate.

Timescales:

It is anticipated that work on this matter is likely to take 6 – 8 weeks to complete in a “problem free” transaction without a complicated “conveyancing chain”. However, please note that this is an estimate only. You will be notified if any unforeseen circumstances arise which affect the estimated timescale.

Re-mortgage of a residential property

The work will consist of the following:

1. Obtaining your deeds;
2. Investigating title to the property. This typically involves two areas of investigation:
 - a. carrying out a comprehensive review of the title to the property to check that it is satisfactory and not defective;
 - b. carrying out searches against the property or obtaining a ‘No Search’ Insurance Policy, depending upon your lenders requirements;
3. Dealing with the redemption of any mortgage or borrowing that is currently charged against your property;
4. Requesting the mortgage advance from your lender; and
5. Thereafter dealing with the post completion elements which will include the registration of the charge at The Land Registry.

Fees

We estimate fees based on the value of the property, as below:

PROPERTY VALUE	FEE ESTIMATE
Up to £500,000	£715 +VAT
Over £500,001	£1045 +VAT

VAT is currently charged at 20%.

Our fees are calculated on the basis that the property is held under a single freehold title at the Land Registry with no title defects.

If the re-mortgage becomes more complicated than we initially thought, or if unforeseen problems arise, we may have to increase our fees. If that does transpire, we shall inform you BEFORE we incur any additional costs and will AGREE THESE with you, in advance.

Law

Our fees are not conditional on the re-mortgage completing and will be payable should the transaction abort, for any reason. In such circumstances you will be charged for work done to date, but ALWAYS within the remit of the originally estimated fee or else any increased fee agreed with you thereafter.

Hourly rates:

Director	£260 + VAT
Associate	£190 + VAT
Chartered Legal Executive	£150 + VAT

VAT is currently charged at 20%.

Disbursements / Third party payments:

In addition to fees, expenses and disbursements will be incurred. Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

Official Copies will be required. These are the documents that evidence your title. The Land Registry charges £3 per office copy document (VAT will be added to this). Every title will have an official copy and a title plan, meaning a charge of £6 (VAT will be added to this). Many titles then have other titles documents referred to within them and these will cost £3 per document to obtain (VAT will be added to this).

Further charges can arise where there is a defect in title, which may require insurance. For example, where a title document cannot be found, and the lender requires insurance against anything adverse arising from it. We will let you know if such charges arise.

We will let you have a breakdown of those disbursements and third-party charges that we can predict as part of your original estimate and BEFORE work commences on your matter.

If your lender requires searches, they normally cost around £300 (VAT will be added to this) however this could be more on higher value properties. This figure can also increase depending on what searches are obtained, the fee earner dealing with your case will discuss this with you to provide you with a tailored quote.

If your lender will accept a 'No Search' Insurance Policy the cost will depend upon the value of the property and the fee earner dealing with your case will discuss this with you to provide you with a tailored quote. This is usually cheaper than obtaining searches.

A further example of expenses is:

- Electronic identification verification:
 - £2.40 (plus VAT) per individual
 - £8.50 (plus VAT) per LTD or LLP, any parent company
 - £5.76 (plus VAT) per sole trader, partnership, PLC

VAT is currently charged at 20%.

Timescales:

It is anticipated that work on this matter is likely to take 4 weeks to complete, in a “problem free” transaction. However, please note that this is an estimate only. You will be notified if any unforeseen circumstances arise which affect the estimated timescale.

Details of work and experience:James Davies – Director and Solicitor

James is head of RDP’s Real Estate team who qualified as a Solicitor in 2004. James’s work is now almost completely based in commercial real estate, but he works with members of the residential conveyancing team in an advisory and supervisory role.

James typically works on no more than a handful of residential conveyancing matters in a given year and these will almost always be very high value / complex matters or else will contain commercial elements.

Natasha Bunclark – Associate Solicitor

Natasha joined RDP’s Real Estate and Residential team in August 2018 having worked in property law for 5 years. Natasha undertook her training contract with a Newport firm and qualified as a Solicitor in September 2018. She has dealt with hundreds of high-end conveyancing cases including sales, purchases, transfers and re-mortgages of residential properties. Around 75% of Natasha’s time is spent on residential conveyancing.

She currently acts for individuals and companies in a range of matters and her expertise include:

- Residential and commercial conveyancing
- Re-mortgaging
- Transfer of equity
- General land law

Amy Toomer –Chartered Legal Executive

Amy is a Fellow of the Chartered Institute of Legal Executives, having qualified in 2016. Amy is a member of RDP’s Real Estate Team. Prior to joining RDP, Amy worked for a firm in the Forest of Dean for 12 years where she studied part time to achieve her CILEX qualification.

She currently acts for individuals and companies in a range of matters including:

- Residential sales and acquisitions
- Re-mortgages
- Transfer of equity
- Registration of unregistered land
- General land law

Rachel Brown - Associate Member Legal Executive

Rachel is an Associate Member Legal Executive with 12 years' experience and is a member of RDP's Real Estate team. Prior to joining RDP in 2013, Rachel worked for a firm in Newport for 5 years. 75% of Rachel's time is spent within the RDP plot sales team where she leads on handling the sales of individual plots on new build develop sites and also within the general commercial real estate team.

25% of her time is spent on residential conveyancing, made up of:

- Residential sales and acquisitions; and
- Re-mortgages;

COMMERCIAL DEBT RECOVERY

RDP Law's Dispute Resolution team is different to others. The team are experts at not just battling conflicts for clients but also at settling them, across a wide spectrum covering all aspects of commercial litigation, commercial debt recovery (not personal debt recovery), professional negligence, property litigation and contentious probate matters.

The team are best known for their clever, pragmatic approach to problem-solving and using alternative dispute resolution methods or where necessary, Court action to achieve the desired outcome. Regardless of who works on your matter they will be supervised by James Davies, a Director of over 17 years post qualification experience.

Fees

Price transparency is at the heart of the services we offer within the dispute resolution department. For all uncontested debt recovery claims up to a value of £100,000.00, we will provide you at the outset a detailed summary of potential costs per stage of the process.

Our prices vary depending on the claim value, complexity of issues and prospects of recoverability and are based on the hourly rates of the fee earner working on your matter. All the work we undertake on your behalf will be charged in accordance with our hourly rates.

Our current hourly rates are:

Robert Davies (Director/Solicitor)	£300.00 per hour + VAT
James Davies (Director/Solicitor)	£260.00 per hour + VAT
Mukesh Basra (Consultant)	£220.00 per hour + VAT
Paralegal/Trainee solicitor	£120.00 per hour + VAT

VAT is currently charged at 20%.

The firm's hourly rates are reviewed in May and November of each year.

Regardless of who works on your claim, a typical non-contested debt recovery matter will comprise of three separate and distinct stages. We provide an estimate of cost per stage, set out below.

Stage 1 – The Pre-Action Stage

During this stage, a claimant will be required to evidence its claim by corresponding with the defendant. We would also advise you on the contractual position of any undisputed debt and calculate any interest payable.

Typically, for a non-contested claim, we would recommend sending three letters. The first will be a letter before action. This is a detailed and robust letter, setting out the contractual matrix, the sums owed, and confirming how payment should be made. The second will be a follow up chaser letter.

The third and final letter will give a final warning, confirm our intention to issue proceedings unless payment is made within 14 days.

It is difficult to estimate a definite timescale to debt recovery matters, but due to the protocol requirements, such action will be taken in compliance with said rules. This means, no action can be taken by a creditor for at least 30 days from the date of the letter before action to the debtor, and a reasonable time is provided thereafter for the debtor to seek legal advice on its position.

We will endeavour to assess and review documents fully and in detail upon receipt of all contractual documents relevant to the claim and to do so within 14 working days of receipt of such documents and acceptance of the firm's terms and conditions of engagement.

For a non-complex matter with no unforeseen circumstances, it is likely that Stage 1 will be concluded within 3 months.

For a typical non-defended claim, our fees are estimated to be in the region of:

STAGE 1		
CLAIM VALUE		ESTIMATED FEE
Between £0 £10,000		£1,375 + VAT
Between £10,001 £25,000		£1,925 + VAT
Between £25,001 £50,000		£2,750 + VAT
Between £50,001 £100,000		£3,850 + VAT

VAT is currently charged at 20%.

The above-mentioned fee estimate is provided based on the following assumption:

1. That we are only instructed to send three letters i.e. a letter before action, a chaser letter, and a further letter warning of our intention to issue proceedings at court.
2. That it is a straightforward contractual claim, with no complex issues to resolve.
3. That the defendant has no defence to the claim.
4. That the defendant does not enter into complicated or lengthy correspondence.

Stage 2 – Court Proceedings – Obtaining Judgment in default on your behalf

If the correspondence mentioned in Stage 1 does not produce the desired result, the next stage is for us to advise a claimant on whether it is cost effective to issue proceedings at court. This could involve instructing a private investigator to prepare a *pre-sue means assessment report and for us to advise on the prospects of success in proceeding with the claim.

If we consider that a claim is cost effective to pursue, we may advise a claimant to issue proceedings at court. This involves drafting a claim form and particulars of claim and paying a court fee at court.

We estimate the time to complete this stage will be around 10 weeks.

* On average a typical pre-sue means assessment report will cost in the region of £350.00 + VAT

For a typical non-defended claim, our fees are estimated to be in the region of:

STAGE 2		
CLAIM VALUE		ESTIMATED FEE
Between £0 £10,000		£2,750 + VAT
Between £10,001 £25,000		£3,300 + VAT
Between £25,001 £50,000		£3,850 + VAT
Between £50,001 £100,000		£4,400 + VAT

VAT is currently charged at 20%.

The above-mentioned fee estimate is provided based on the following assumption:

1. That we consider that the claim has prospects of success in excess of 51%.
2. That the defendant has not defended the claim during the Stage 1 correspondence stage.
3. That it is a straightforward contractual claim, with no complex issues to resolve.
4. That the defendant does not defend the claim.
5. That we obtain judgment in default.
6. That we are not required to attend any court hearing.
7. That no applications to court are required other than for default judgment.

Law

Stage 3 – Enforcement

Once we obtain judgment in default, the next stage is to enforce that judgment through the court process. As each case is different and with enforcement options being variable, we cannot give an exact time frame or fee estimate for this aspect of the work, which will be case specific.

We aim to begin Stage 3 as soon as possible and as soon as we receive instructions from you that we can proceed with entering judgment and pursuing enforcement action.

However, to give you an indication of potential costs, please refer to the following:

Potential Option	Estimated Fee (exclusive of VAT)
Order for Questioning	£825 to £1,100
Attachment of Earnings	£550 to £880
Third Party Debt Order	£550 to £880
Uncontested Charging Order	£1,320 to £2,200
Warrant / Writ of Control	£385 to £825
Statutory Demand	£385 to £825
Bankruptcy Petition	£825 to £1,650
Winding Up Petition	£1,375 to £1,650

VAT is currently charged at 20%.

Contested Disputes

The vast majority of claims are defended by a defendant. For debt recovery claims, this could be on the basis of a contractual dispute. The defendant may also bring a counter claim against a claimant. If this happens, and on the assumption that our fees may exceed those stated above, we can advise on the potential cost implications and estimate of costs, tailored to your specific requirements.

Please note, that if your claim is defended, you will continue to be charged on the basis of our current hourly rates (exclusive of VAT, disbursements and expenses*). A fee estimate will be provided before any of these costs incur.

**See below Disbursements section for more information.*

We do not provide a fixed fee for each stage of the process. Any fee estimates provided above an indication of our potential fees only. Similarly, we do not typically provide conditional fee agreements, or damages-based agreements, but we can discuss potential funding options with you, on a case-by-case basis.

Law

With claims issued at court, if the proceedings become protracted, for a typical claim, you may be required to budget more than £80,000.00 plus VAT and counsel fees for progressing a case through to a final trial. Enforcement costs could be in addition to that amount.

There may be some disbursements and fees to third parties for example search fees, court fees, process server fees, expert and agent's fees to attend court that will need to be taken into account not quoted below. Again, we will provide you with an estimate of the disbursements that you are likely to incur.

There is a principle in litigation where the losing party pays the winning parties' costs. If successful in the litigation, you would expect a court to award you costs in addition to any judgment sum. Typically, you would expect to recover between 60% to 70% of the costs you incur. However, although you may obtain a costs order against the defendant, you could still be left with the difficult task of recovering your costs from them.

For this reason, we will always seek to provide you with the best possible cost estimates at an early stage of a dispute, so that you can make an assessment on whether the claim is genuinely cost effective to progress, or whether it may be more cost effective to settle.

Disbursements

Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

A court fee is payable to the court on issuing a claim.

An example of additional expenses that may be applied is:

- Electronic identification verification:
 - £2.40 (plus VAT) per individual
 - £8.50 (plus VAT) per LTD or LLP, any parent company
 - £5.76 (plus VAT) per sole trader, partnership, PLC

Law

To issue a claim for money, the fees are based on the amount claimed, including interest, as set out in the following table:

Value of your claim				Fee payable	
				Court issued claim	Filed via SDT/MCOL*
Up to	£300			£35	£25
Greater than	£300	but no more than	£500	£50	£35
Greater than	£500	but no more than	£1,000	£70	£60
Greater than	£1,000	but no more than	£1,500	£80	£70
Greater than	£1,500	but no more than	£3,000	£115	£105
Greater than	£3,000	but no more than	£5,000	£205	£185
Greater than	£5,000	but no more than	£10,000	£455	£410
Greater than	£10,000	but no more than	£200,000	5% of the value of the claim	4.5% of the value of the claim
Greater than	£200,000			£10,000	N/a

* Maximum amount for Secure Data Transfer (SDT) or Money Claim OnLine (MCOL) £99,999.99

Secure Data Transfer is a secure system to enable customers issuing in bulk to upload and transfer data files directly from their systems to HM Courts & Tribunals Service systems.

We have set out some of the potential costs which may be payable to third parties in relation to your claim below. The disbursements which are applicable to you will depend upon the individual circumstances of your case.

Disbursement	Cost	VAT?
Tracing Agent Fees	From £75	Yes there is VAT to be added
Process Server Fees	From £90	Yes there is VAT to be added
High Court Enforcement Officer Abortive Fee	£90	Yes there is VAT to be added
Official Receiver's fee	Please refer to HMCTS website	Yes there is VAT to be added
Barrister Fees for initial advice	From £800 to £3,000 (dependent on nature and complexity of instruction)	Yes
Land Registry Office Copy Search Fee	£3 per document	Yes
Affidavit Fee	£5 plus £2 per exhibit	Yes

Law

Details of work and experience:

Mukesh Basra - Consultant Senior Solicitor

Mukesh joined the firm in September 2021 as a Consultant Senior Solicitor working in the Dispute Resolution Department.

Mukesh was admitted as a Fellow of the Chartered Institute of Legal Executives in 1991 and as a Solicitor of the Senior Courts of England and Wales in 1997.

Mukesh is also an Accredited Civil and Commercial Mediator/Qualified Dispute Resolver and was awarded a Master in Laws (LLM) by Nottingham Trent University in 2007 in advanced litigation and dispute resolution.

Mukesh has over 35 years-experience in dealing with civil and commercial litigation disputes and gives practical advice whilst approaching disputes in a commercially aware manner.

Robert Davies - Director

Chairman, Robert Davies MBE, with over 44 years of experience, is highly regarded within the South Wales property and legal sector. He has a particular expertise in advising with regards to the more contentious commercial and residential property developments and is regularly instructed in relation to some of South Wales' larger and more exciting development proposals. His reputation and astute, pragmatic approach to dispute resolution often achieves outcomes on matters which are commercial and practical in nature. A true rainmaker, Robert's influence in the South Wales market knows no bounds.

James Davies - Director

Regardless of who works on your matter they will be supervised by James Davies, a Director of over 17 years post qualification experience.

Lewis White – Litigation Paralegal

Lewis is a paralegal within the litigation team, supporting the team on all matters when required.