

1. Litigation

2.1 Estimated fees for Civil Proceedings

Hourly rates (2025):

Partner £290.00 plus VAT

Associate Solicitor £250 plus VAT

Solicitor £195.00 plus VAT

Trainee Solicitor £155.00 plus VAT

* VAT refers to the VAT rate in force from time to time – this rate is currently 20% (2026)

2.1 (a) Fast Track, Intermediate Track & Multi Track Proceedings

1. Part 8 Claims and claims in the Commercial Court, Technology and Construction Court and Circuit Commercial Court are automatically allocated to the Multi-Track. All other proceedings will be allocated to a Track at the discretion of the court and on the basis of the Financial Value of the Claim (please refer to Table below) but also taking into account the nature of the remedy sought, the complexity of the facts, law and evidence, the number of parties or likely parties, the value of any counterclaim or other Part 20 claim and the complexity of any matters relating to it, the amount of witnesses likely to be called and the nature of their evidence, the importance of the claim to persons who are not parties to the proceedings, the parties views and their circumstances.
2. The court will assess the financial value of a claim for the purpose of allocation to a Track and in doing so, it will disregard any amount not in dispute, any claim for interest, costs, any contributory negligence and where the claim is or includes a claim for non-monetary damages, any amount specified under the Civil Procedure Rules. The court will then allocate the proceedings to one of four Tracks and, where applicable, assign the proceedings to a complexity band in the Fast Track and Intermediate Track.
3. Subject to any other forecast or estimate which may be given to you by us, our general forecast or estimate of the overall costs which could be incurred in progressing any Claim or Defence of a Claim to a trial under the Civil Procedure Rules process in the Fast Track (£10,000 - £25,000), Intermediate Track (£25,000 - £100,000) or Multi-Track (over £100,000) excluding Mediation/ADR and interim applications are set out in the table below. However, please note that costs could be more than these general guideline estimates depending on how the case develops.

Track	Financial Value	Estimated costs of 1 Day Trial	Estimated costs of 2 – 3 Day Trial	Estimated costs of over 3 Days Trial

Fast Track	£10,000 to £25,000	Pre-action costs: £1,500 to £3,500 plus negotiations / narrowing issues, VAT & disbursements. Post issue costs to trial: over £21,750, plus negotiations, VAT & disbursements.		
Intermediate Track	£25,000 to £100,000	Pre-action costs: £2,500 to £4,500, plus negotiations / narrowing issues, VAT & disbursements. Post-issue costs to trial: over £27,500, plus negotiations, VAT & disbursements.	Pre-action costs: £2,500 to £4,500, plus negotiations / narrowing issues, VAT & disbursements. Post-issue costs to trial: over £52,500, plus negotiations, VAT & disbursements.	
Multi-Track	Over £100,000	Pre-action costs: £4,000 to £7,000, plus negotiations / narrowing issues, VAT & disbursements. Post-issue costs to trial: over £60,000, plus negotiations, VAT & disbursements.	Pre-action costs: £4,000 to £7,000, plus negotiations / narrowing issues, VAT & disbursements. Post-issue costs to trial: over £80,000, plus negotiations, VAT & disbursements.	Pre-action costs: £4,000 to £7,000, plus negotiations / narrowing issues, VAT & disbursements. Post issue costs to trial: over £100,000 plus negotiations, VAT & disbursements.

2.1 (b) Small Claims Track Proceedings (claims under £10,000)

If your claim has a financial value of less than £10,000 (or a larger sum if the parties consent), the proceedings may be allocated to the Small Claims Track in which the "no solicitors costs" rule applies. This means that even if you win the case, the Court will not normally* order the other side to pay your solicitor's costs, except some nominal fixed costs which relate to the issue of your claim and which are limited. These fixed costs include the Court fee. The Court may also order the losing party to pay any expenses which you or your witnesses have reasonably incurred in travelling to and from the hearing, a sum in respect of loss of earnings for both you and any witnesses incurred in connection with attending the hearing (up to £50.00 for each person) and a sum for any expert's fees (up to £200.00 for each expert). That means if you lose the case, you will not normally be ordered to pay the other side's costs. Please note that it may not be economic for us to be instructed in relation to all stages of a case allocated to the Small Claims Track although it may be economic for us to be instructed in relation to *certain stages*.

*There are some situations when the Court could order you or the other side to pay any solicitors costs incurred in relation to small claims proceedings. These include, inter alia, any costs assessed by the Court if any of the parties have behaved unreasonably or potentially if a contract obliges one party to indemnify the other for any costs of legal action for breach of the contract or enforcement of the contract terms.

<u>County Court Small Claims Track</u>	<u>OSG Estimated Fees</u>
Stage 1(A): Initial Review & Advice Letter Consider the issues, your documentation and advice letter to you	£750 - £1,500 + VAT + disbursements (2 - 4 hours assistant/partner & 3 - 6 hours paralegal)
Stage 1(B): Letter of Claim / Defence to Letter of Claim Instructions and work carried out for preparation of letter of claim or defence to letter of claim	£750 - £1,000 + VAT + disbursements (2 - 3 hours assistant/partner & 3 - 4 hours paralegal)
Stage 1(C): Negotiations / Narrowing Issues and ADR / seeking settlement before issue of proceedings under CPR	Hourly rates apply and budgets provided
Stage 1(D): Preparation of Claim Form and Particulars of Claim or Defence	£1,500 - £2,000 + VAT + disbursements (8 hours assistant/partner)
Stage 2: Directions	£500 + VAT + disbursements (1 ½ hours assistant/partner & 1 ½ hours

	paralegal)
Stage 3: Disclosure	£500 + VAT + disbursements (1 ½ hours assistant/partner & 1 ½ hours paralegal)
Stage 4: Witness Statements Based on drafting your witness statements – maximum of 4 witnesses)	£1,500 - £2,000 + VAT + disbursements (2 – 4 hours assistant/partner & 8 – 10 hours paralegal)
Stage 5: Preparation of bundles for Hearing	£600 - £800 + VAT + disbursements (5 hours paralegal)
Stage 6: Preparation and attend ½ day Hearing	Hourly rates apply. Cost estimate can be provided including the instruction of Junior Counsel

2.2 Commercial Debt Recovery

The fixed costs below 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. There may be circumstances where we may advise insolvency proceedings against the debtor, and we will quote separately for the costs.

Solicitors Letter of Demand

1. Business to Business

Invoices / Statements of Account for Debt	Fixed Fee
£500 - £5,000	£150 + VAT per letter of demand
£5,001 - £10,000	£300 + VAT per letter of demand

2. Business to Individual

Invoices / Statements of Account for Debt	Fixed Fee
£500 - £5,000	£150 + VAT per letter of demand
£5,001 - £10,000	£300 + VAT per letter of demand

Does Your Debtor Have Money or Property to Pay?

Credit Reference Report	£25 + VAT + disbursements per report
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HM Land Registry Office Copy Search	£25 + VAT + disbursements for each leasehold or freehold title searched
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Issue a Claim in the County Court

<u>Amount of Debt</u>	<u>Fixed Fee</u>	<u>Debtor ordered to pay</u>
£500 - £2,500	£250 + VAT + Court fee	£70 - £80 + Court fee
£2,501 - £5,000	£350 + VAT + Court fee	£80 + Court fee
£5,001 - £10,000	£500 + VAT + Court fee	£110 + Court fee

No Response from Debtor

<u>Amount of Debt</u>	<u>Fixed Fee</u>	<u>Debtor further ordered to pay</u>
£500 - £2,500	£50 + VAT + Court fee	£25
£2,501 - £5,000	£75 + VAT + Court fee	£25
£5,001 - £10,000	£100 + VAT + Court fee	£35

Debtor Admits Debt or Makes an Offer

<u>Amount of Debt</u>	<u>Fixed Fee</u>	<u>Debtor Further Ordered to Pay</u>
£500 - £2,500	£50 + VAT	£40
£2,501 - £5,000	£75 + VAT	£40
£5,001 - £10,000	£100 + VAT	£55

Defended Claims

If your debtor defends the claim, we can carry out a review your Claim and the Defence / Counterclaim and advise you in writing on prospects of success. Our fixed fees do not include any work associated with any Counterclaim issued against you and your Defence to any Counterclaim. Our usual hourly rate charges will apply.

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor.
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.
- A default judgment will include an award of fixed costs and the Court fee.

Matters usually take about 10 weeks from receipt of instructions. 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; if payment is received at an earlier stage, the fee will be reduced.

2.3 Enforcing Your Judgement

Following obtaining a Court Order for payment of your costs and if the other side does not pay within the timeframe set, enforcement proceedings may be required in relation to the recovery of your legal costs and disbursements, meaning additional work would also need to be carried out and further legal costs incurred in relation to enforcement of the Order. These further enforcement costs may not be recoverable from the other side except some fixed costs which would be ordered by the Court and which are limited.

2.4 Residential Possession Proceedings

1. If the possession proceedings are undefended and an order is made for possession under the accelerated process (section 21 notice) or on the standard process (section 21 or section 8 notice), the Court will generally only order the Tenant to pay the fixed costs of the claim which are very limited (generally under £100.00) together with the Court issue fee.

Stage 1: Initial review and advice	Review of any notices prepared and served by you and any correspondence between you and your tenant, considering your tenancy documentation and advising you in writing.	£400 + VAT + Disbursements
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Stage 2: Serving Possession Notices	Preparation and service of notices on your tenant (Section 21 Notice and/or Section 8 Notice).	<u>Section 21 Notice</u> £375 + VAT + Disbursements <u>Section 8 Notice</u> £475 + VAT + Disbursements
Stage 3: Issuing Possession Proceedings	<u>Accelerated Possession Proceedings (Section 21):</u> This work is based on uncontested proceedings	£1,750 + VAT + Disbursements (court fee)
	<u>Standard Possession Proceedings (Section 8 and Section 21):</u> This work is based on uncontested proceedings and includes drafting and filing the court proceedings, preparing a hearing bundle, preparing for Review Hearing and attending any uncontested Possession Hearing	£2,250 + VAT + Disbursements (court fee)
Stage 4: Issuing Warrant of Possession for County Court Bailiff to secure possession	Drafting and filing Warrant of Possession and arranging Possession by Bailiff Appointment.	<u>£450 + VAT</u> + Disbursements (court fee)

2. The possession proceedings will usually be listed for hearing to decide the claim. If the possession proceedings are defended, the Court will use the hearing to give case management directions. Where the claim is genuinely disputed on grounds which appear to be substantial, the case management directions will include the allocation of the claim to a Track (usually the Fast Track or the Intermediate Track) and directions of the defended claim will be ordered to trial. Further costs would be incurred in any defended possession proceedings.
3. Provided you succeed in those proceedings and obtain a possession order, then subject to the discretion of the Judge, a costs contribution may be claimed and ordered to be paid by the other party but those costs may be restricted in accordance with the Schedule of Fixed Recoverable Costs which the Court will allow. There is therefore likely to be a shortfall between the costs incurred and the costs ordered to be paid by the other party and there are often difficulties in relation to the enforcement of Orders against Tenants particularly if the Tenant is impecunious or receives legal representation through Legal Aid.
4. Please note that additional agency charges will apply in relation to possession of residential property located outside the areas and jurisdiction of Morecambe &

Lancaster, Barrow & South Lakes, Kirkby Lonsdale, Bentham and Clitheroe, Preston and Blackpool.