

As each case is different, the particular steps required, and timetable followed, will depend on the facts and circumstances and the dispute. There are also factors that cannot be predicted in advance, such as actions taken by the defendant, evidence that emerges during the case and directions or orders given by the court. The following summary is intended to give a general indication of the procedure and steps that may be required and the likely costs involved:

1. Taking your instructions, reviewing relevant paperwork, writing a pre-action letter to the debtor, receiving payment from the debtor, accounting to you and advising generally throughout

Cost £150.00 plus Vat (£30), Total £180.00

2. To include above, but no payment received from the debtor. Advising on further options (to include mediation or similar). Drafting and issuing Claim Form. Paying Court fee based on the amount claim.

Please see [Appendix 1 – Civil Court fees](#)

Cost £150.00 plus Vat (£30), Total £360.00 (inclusive of 1 above)

3. If no Acknowledgment of Service or Defence filed, completing Application for Judgment and submitting the same to the Court, receiving formal Order and advising thereon. Writing to the Debtor with a copy of the Judgment Order and seeking proposals for payment. Liaising with the Claimant throughout.

Cost £75.00 plus Vat (£15), Total £450.00 (inclusive of 1 & 2 above)

Alternatively:

4. An Acknowledgment of Service and Defence filed – perusal of Court documents and advising on merits

Costs £75.00 plus Vat (£15). Total £450.00

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5. Preparation to Trial and Enforcement thereafter – Subject to separate advices and costs estimates as required.

6. Disbursements – Are likely to be incurred whether for search fees, court fees, trace fees etc. These payments are due to a Third Party which we pay on your behalf i.e. to the Court on the issue of the claim form. Payments on account, in advance, must be made to cover such disbursements.

The general rule regarding costs in litigation is that, if your claim succeeds, you will be entitled to recover your costs from the defendant. On the other hand, if the claim fails, you are likely to be required to pay the defendant's costs. However, the court

has discretion to make a different costs order. The court will take into account factors such as the conduct of the parties and any Part 36 or other admissible offers to settle the case.