

## **COSTS INFORMATION**

Set out below is costs information which SNV Law is providing pursuant to the SRA Transparency Rules for the specified services.

### **1. Probate**

Involving the collection and distribution of money, property and other assets belonging to a person following their death, where all these are within the UK and matters are not contested.

Applying for the grant, collecting and distributing the assets

We anticipate this will take between 10 and 30 hours work at £300 per hour plus Vat. Total costs estimated at £3,000 to £9,000 plus VAT and disbursements.

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be at the higher end.

We will handle the full process for you. This quote is for estates where:

- There is a valid will
- There is no more than one property
- There are no more than 3 bank or building society accounts
- There are no other intangible assets
- There are 1-4 beneficiaries
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate

Disbursements as at 1<sup>st</sup> November 2018 included in this fee:

- Probate application fee of £155 to £215 (no fee if the estate is under £5,000). The probate application fee is subject to change by government policy changes.
- These are normally, £5 Swearing of the oath (per executor) and £2 for each exhibit
- Bankruptcy-only Land Charges Department searches (£1-£2 per beneficiary)
- £84.60 plus Vat Post in The London Gazette – Protects against unexpected claims from unknown creditors.
- £100 to £350 plus Vat Post in a Local Newspaper – This also helps to protect against unexpected claims. Fees will vary depending on the local newspaper.

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.

## Potential additional costs

- If there is no will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs that could range significantly depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information.
- If any additional copies of the grant are required, they will cost £1 per asset usually.
- Dealing with the sale or transfer of any property in the estate is not included.

## How long will this take?

On average, estates that fall within this range are dealt with within 4-7 months. Typically, obtaining the grant of probate takes 10-16 weeks. Collecting assets then follows, which can take between 3-6 weeks. Once this has been done, we can distribute the assets, which normally takes 3-6 weeks.

## **2. Employment Tribunals**

The provision of advice and representation to employees in relation to the bringing of claims before the Employment Tribunal against an employer for unfair or wrongful dismissal.

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

Simple case: £2,000 - £6,000 (excluding VAT)

Medium complexity case: £7,000 to £15,000 (excluding VAT)

High complexity case: £16,000 - £25,000 (excluding VAT)

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 documents
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- Allegations of discrimination which are linked to the dismissal

There will be an additional charge for attending a Tribunal Hearing of £750 - £1,000 per day (excluding VAT). Generally, we would allow 1 -4 days depending on the complexity of your case.

### 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.

Counsel's fees estimated between £2,500 to £4,500 (excluding Vat) for preparation and attending the first day of the Tribunal Hearing and a daily refresher of £1,000 to £2,000 per day (excluding Vat) for each subsequent day (counsel fees will vary depending on experience of the advocate)

### 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

- 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
- 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 4 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 20 -30 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.

### **3. Debt Recovery For Businesses (up to £100,000) - Court Claims**

These costs set out 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.

<b>Debt Value</b>	<b>Our fee</b>	<b>Total (including VAT)</b>
Up to £5,000	£600 plus Vat	£720
£5,000 to £10,000	£850 plus Vat	£1,020
£10,000 to £50,000	£1,500 plus Vat	£1,800
£50,000 to £100,000	£2,000 plus Vat	£2,400

In addition, you will be required to pay court fee for issuing your claim.

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.

For court fees please visit <https://www.gov.uk/make-court-claim-for-money/court-fees>

As at 1<sup>st</sup> November 2018 the court fee for paper claims for claims between £10,000.01 to £100,000 is 5% of the claim and for an online claim the fee is 4.5% of the claim.

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.

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 Judgement in default
- When Judgement in default is received, write to the other side to request payment
- If payment is not received within 14 days, providing you with advice on next steps and likely costs

Matters usually take 4-12 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 Judgement in default. If enforcement action is needed, the matter will take longer to resolve.

### **Experience of work within the areas specified under the Transparency Rules.**

Sundeep Oberoi is a sole practitioner, who has over 17 years' experience as a solicitor.

Qualifications: LLB (Hons): Thames Valley University (now known as the University of West London).

Mr Oberoi has significant experience in handling litigation matters, having worked on many complex cases over the years.

In addition, he has from time to time handled probate and employment work but he does not exclusively specialise in these areas.

Mr Oberoi's normal hourly rate is £300 plus Vat for litigation, probate and employment matters.