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## Employment Tribunal Claims & Debt Recovery Pricing

The Solicitors Regulation Authority ("SRA") lay down regulations in relation to pricing and service information to be provided for a number of practice areas. This includes 1) employment tribunal claims for both employees and employers involving claims for unfair or wrongful dismissal; and 2) business to business debt recovery matters. This document is produced to comply with the SRA regulations and provide clarity on the services we offer in this area.

# Employment Tribunal Claims

## Part I. Stages of the Process & Services We Provide

The stages involved in an employment tribunal claim involving claims for unfair or wrongful dismissal will vary depending on the matter, but broadly you can expect the following:

- ☐ Initial review; taking instructions from you and advising you on merits and likely compensation and value (this is likely to be revisited throughout the matter and subject to change).
- ☐ Leading to pre-action correspondence setting out or defending the claim and pre-claim conciliation where this is mandatory to explore whether a settlement can be reached; the aim is to negotiate a settlement before commencing proceedings wherever possible.
- ☐ Preparing claim or response and reviewing and advising on the other party's position and claim/response.
- ☐ Exploring settlement options throughout the process and negotiating settlement wherever possible.
- ☐ Following the Employment Tribunal timetable ahead of any hearing, including preliminary hearings. This will involve exchanging documents with the other party (disclosure); preparation of witness statements; preparation of schedules of loss; organising bundles of documents; compiling the list of issues, chronology and case list; Instructing Counsel and advising on the other party's equivalent preparation throughout.
- ☐ Attendance at the final hearing.

The stages set out above are an indication and if some of stages above are not required, fees will be reduced.

How long will the 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 your claim proceeds all the way to a Final Hearing, your case could take between 6 and 18 months from issuing proceedings. The precise timetable for the steps leading up to the Final Hearing will be managed by the Tribunal and are usually set at the first preliminary hearing.

All prices are excluding VAT unless stated otherwise, and VAT is charged at 20%.

## Part II. Our Rates & Disbursements

### i). Hourly Rates

Our fees for bringing and defending claims are primarily based on a time spent basis. Our hourly rates are set out in the table below and are exclusive of VAT (20%) unless otherwise stated:

| Tax                                    | Rate                        |
|--|-----------------------------|
| Paralegals                             | £140 – 215 (plus VAT (20%)) |
| Counsel/Consultants                    | £225 – 300 (plus VAT (20%)) |
| Managing Associates/Senior Consultants | £315 – 355 (plus VAT(20%))  |
| Partners                               | £370 – 440 (plus VAT (20%)) |

We always aim to keep costs down by working as efficiently as possible and providing clear costs estimates in advance to improve transparency. The services detailed in part I are those that will be carried out in relation to the matter for the above fees.

Employment tribunal claims can vary in complexity. The fees we charge will vary depending on the complexity of the matter. Broadly, you can expect the following fee ranges:

- ☐ For a standard case, the fee range is likely to be between £20,000 to £40,000 (plus VAT (20%))
- ☐ For a more complex case, the fee range is likely to be between £20,000 to £100,000 (plus VAT (20%))

including disbursements (such as counsel's fees, couriers and photocopying charges).

You may have other funding options available, such as cover under an insurance policy and you should check this; further information on these options can be provided upon request.

Ignition Law is a 9-year-old 80-person boutique entrepreneurial law firm, which provides a unique, full-service offering of legal services, in a lean and cost-effective way.

### ii). Factors affecting complexity

Factors that could make a case more complex which may increase costs above the above estimate are:

- ☐ Any counterclaims or additional elements or claims (in addition to unfair or wrongful dismissal);
- ☐ Defending claims that are brought by litigants in person;
- ☐ If it is necessary to make or defend applications, for example to provide further and better information, amend claims, strike out claims, requests for specific disclosure of documents or for costs;

- ☐ Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties);
- ☐ If the parties are not based in the United Kingdom;
- ☐ Instructing an expert;
- ☐ 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

This list is not exhaustive.

### iii). Disbursements

In addition to the fees charged by Ignition, there will be additional disbursements costs to take into account. These are costs related to your matter which are payable by third parties, such as court fees. The principal disbursements in an employment tribunal matter will be:

- ☐ Counsel's fees;
- ☐ Expert witness' fees;
- ☐ Court fees.

Please note that, generally, Counsel's fees and expert witness' fees will be exclusive of VAT unless otherwise stated, and court fees do not attract VAT. VAT is charged at 20%.

### iv). Our Team

We have specialists in our Employment Team, who have a wealth of experience in conducting and defending proceedings in the Employment Tribunal:

- ☐ [Nicky Cranfield](#)
- ☐ [Polly Jeanneret](#)
- ☐ [Helen Unger](#)
- ☐ [Hannah Harding](#)
- ☐ [Jake Schogger](#)
- ☐ [Emma Wayland](#)



# Business to Business Debt Claims Up to £100k

## Part I. Stages of the Process & Services We Provide

The stages involved in debt recovery claim will vary depending on the matter, but broadly you can expect the following:

- ☐ Initial review; taking instructions from you and advising you on merits and likely recovery (this is likely to be revisited throughout the matter and subject to change) and undertaking appropriate searches.
- ☐ Leading to pre-action correspondence setting out a claim and exploring settlement options.
- ☐ Preparing claim and reviewing and advising on the other party's position and claim/response (if any).
- ☐ Receiving a payment and sending onto you, or if the debt is not paid, drafting and issuing a 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, or the claim is defended, providing you with advice on next steps and likely costs.
- ☐ Exploring settlement options throughout the process and negotiating settlement wherever possible.
- ☐ Following the Court timetable ahead of any ultimate trial, including preliminary applications. This will involve exchanging documents with the other party (disclosure); preparation of witness statements; organising bundles of documents; compiling the list of issues and chronology; Instructing Counsel and advising on the other party's equivalent preparation throughout.
- ☐ Attendance at the trial.

The stages set out above are an indication and if some of stages above are not required, fees will be reduced.

How long will the 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 your claim proceeds all the way to a trial, your case could take between 6 and 18 months from issuing proceedings. The precise timetable for the steps leading up to the trial will be managed by the Court.

All prices are excluding VAT unless stated otherwise, and VAT is charged at 20%.

## Part II. Our Rates & Disbursements

### i). Hourly Rates

Our fees for bringing and defending claims are primarily based on a time spent basis. Our hourly rates are set out in the table below and are exclusive of VAT (20%) unless otherwise stated:

| Tax                                    | Rate                        |
|--|-----------------------------|
| Paralegals                             | £140 – 215 (plus VAT (20%)) |
| Counsel/Consultants                    | £225 – 300 (plus VAT (20%)) |
| Managing Associates/Senior Consultants | £315 – 355 (plus VAT (20%)) |
| Partners                               | £370 – 440 (plus VAT (20%)) |

We always aim to keep costs down by working as efficiently as possible and providing clear costs estimates in advance to improve transparency. The services detailed in part I are those that will be carried out in relation to the matter for the above fees.

Claims can vary in complexity. The fees we charge will vary depending on the complexity of the matter.

You may have other funding options available, such as cover under an insurance policy and you should check this; further information on these options can be provided upon request.

The above information should be treated as an indicative guide and is not contractually binding.

### ii). Our Debt Recovery Fees

**In accordance with the SRA (Solicitors Regulation Authority) transparency rules we set out in the table below details of the court fees and costs that will apply for debt recovery matters up to a value of £100,000.**

The costs set out below relate to claims for unpaid invoices where the services or invoice are not disputed in any way, there are no procedural irregularities in the administration of the claim and do not include any costs for enforcement action. Our fees will be different in each case depending on the complexity of the issues involved and an estimate will be provided to you.

Please note that ultimately the terms of our engagement as debt recovery solicitors will be governed by the engagement letter and terms and conditions provided in conjunction with the same. As per our engagement documents, our fees are based on hourly charge out rates and VAT (20%) will be added to our fees and is not recoverable from the debtor.

Sometimes we will recommend instructing Counsel to advise in conjunction with us and prepare court documents and these costs will be in addition to those set out in the table immediately below. Should

matters become disputed or more complicated, these costs will increase and we will discuss further costs with you and provide you with an estimate.

### Undisputed Claims

| Debt Value             | Court Fee       | Our Fee (exclusive of VAT (20%)) | Estimates for Disbursements (exclusive of any VAT (20%)) |
|------------------------|-----------------|----------------------------------|--|
| Up to £300             | £35             | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £300.01 - £500         | £50             | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £500.01 - £1,000       | £70             | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £1,000.01 - £1,500     | £80             | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £1,500.01 - £3,000     | £115            | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £3,000.01 - £5,000     | £205            | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £5,000.01 - £10,000    | £455            | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £10,000.01 - £100,000  | 5% of the claim | Minimum fee of £750 up to £6,000 | Minimum of £750 up to £6,000                             |
| £100,000.01 - £200,000 | 5% of the claim | TBA                              | Minimum of £750 up to £6,000                             |
| More than £200,000     | £10,000         | TBA                              | Minimum of £750 up to £6,000                             |

Please note that the prices above are exclusive of VAT. VAT is charged at 20%.

From the provision of instruction to receipt of monies can take between a few weeks and upwards, depending on whether the debtor agrees to make payment or engages with the correspondence before a claim is issued.

### Disputed Claims

Our work detailed in the table above does not include where the debt is disputed or a defence is filed to any claim, the debtor is outside of the jurisdiction, alternative forms of dispute resolution are required to be entered into or enforcement action is required in respect of any judgment. In these situations we will provide you with estimates for the required stages of work. Should matters become disputed, resolution can take between 9 and 18 months to resolve.

Our fees for disputed matters will depend largely depend on the complexity of the particular matter, but we have summarised our anticipated fees and estimated Counsel's fees for the various complexity levels in the table below.

| Level of complexity | Our Fee (exclusive of VAT (20%)) | Estimates for Counsels' fees (exclusive of VAT (20%)) |
|---------------------|----------------------------------|---|
| Low complexity      | £4,000 - £6,000                  | £2,000 - £4,000                                       |
| Medium complexity   | £6,000 - £10,000                 | £4,000 - £6,000                                       |
| High complexity     | Over £10,000                     | Over £6,000   |

There are various factors that can affect the complexity of a case. These include, but are not limited to:

- ☐ whether a Defence is filed;
- ☐ how many background documents there are and whether they can be easily located;
- ☐ whether parties to the claim are in the jurisdiction;
- ☐ whether there are assets to enforce against;
- ☐ whether security for costs is raised;
- ☐ whether there is any counterclaim or right of set-off;
- ☐ whether the client is familiar with the process of litigation; and
- ☐ the value of the debt.

### iii). Disbursements

In addition to the fees charged by Ignition, there will be additional typical disbursements costs to take into account. These are costs related to your matter which are payable by third parties, such as court fees. The principal disbursements in a debt recovery matter will be:

- ☐ Counsel's fees:
  - o Low complexity matter: £2,000 - £4,000 + VAT (20%)
  - o Medium complexity matter: £4,000 - £6,000 + VAT (20%)
  - o High complexity matter: over £6,000 + VAT (20%)
- ☐ Expert witness' fees;
  - o The fees for witnesses can vary between £150 and £500 per hour plus VAT (20%), depending on:
    - Their role and seniority;

## Part II. Our Rates and Disbursements

- The complexity of the case;
- The amount of work involved; and
- The nature of the material involved.
- We estimate expert's fees would fall within the following ranges:
  - Low complexity matter: £1,500 + VAT (20%)
  - Medium complexity matter: £4,000 - £6,000 + VAT (20%)
  - High complexity matter: over £6,000 + VAT (20%)
- If expert witness evidence is needed, we will obtain estimates from potential suitable experts and consult you on their fees and experience level before that expert is instructed.
- Court fees:
  - For a claim up to £300, the court fee for filing the claim is £35;
  - For a claim from £300.01 - £500, the court fee is £50;
  - For a claim from £500.01 - £1,000, the court fee is £70;
  - £1,000.01 - £1,500, the court fee is £80;
  - £1,500.01 - £3,000, the court fee is £115;
  - £3,000.01 - £5,000, the court fee is £205;
  - £5,000.01 - £10,000, the court fee is £455;
  - £10,000.01 - £200,00 the court fee is 5% of the claim;
  - For claims of more than £200,000, the court fee is £10,000.

Please note that, generally, Counsel's fees and expert witness' fees will be exclusive of VAT unless otherwise stated, and court fees do not attract VAT. VAT is charged at 20%.

### iv). Our Team

We have specialists in our Litigation Team, who have a wealth of experience in conducting and defending debt recovery proceedings:

- [Tammy Evans](#)
- [Rachelle Issa](#)
- [Fabienne D'Adhemar](#)
- [Djamela Magid](#)
- [Ailsa Clelland](#)





As a team of first-rate ex-City lawyers, we work in a collaborative, agile and cost-effective way, complimenting and working with other law firms positively, rather than competing with them.

In particular, we provide pragmatic and full-service legal advice on the following areas:



Corporate &  
Commercial



Intellectual  
Property



Dispute  
Resolution



Employment &  
Immigration



Acquisitions, Disposals &  
Funding Rounds



Company  
Secretarial



Governance  
& Compliance



Real  
Estate



Privacy &  
Data Protection



Intellectual  
Property

## Award Winning Law Firm

Within the last few years, we have won/been nominated for awards at The Lawyer Awards, Financial Times Innovative Lawyers Awards, The Legal Business Awards, The Great British Entrepreneur Awards and The Modern Law Awards.

We have helped thousands of entrepreneurial and ambitious clients, who have put their trust in us to provide advice that is not only technically spot on, but also commercially relevant and cost-effective.

We strive to exceed clients' expectations by delivering fast, flexible and forward-thinking legal, commercial, and strategic advice, adding value whenever it's needed, as cost-effectively as possible. This frees up our clients to focus on what matters most: growing their businesses.

*In sum, Ignition provides high-quality commercial and cost-effective legal advice in a collaborate way.*