

Small Claims Proceedings Fixed-Fee Service

FOR USE BY CLAIMANTS OR DEFENDANTS IN CONNECTION WITH MONEY CLAIMS
(OTHER THAN UNDISPUTED BUSINESS DEBTS)

This service is available in relation to money claims which fall within the small claims track limit. The small claims track limit is £10,000 - or £1,000 for housing disrepair claims.

Services for Claimants – up to providing you with Particulars of Claim

In circumstances where you or your business are considering issuing Court proceedings, or contemplating whether or not to do so, we can provide advice and ensure that your claim gets off on the right foot by preparing for you the paperwork which you will need to start the proceedings.

For undisputed business debts see our “Fixed Fee Small Claims Business Debt Recovery Service”.

Options	Fixed Fee
BASIC PACKAGE –	
<ul style="list-style-type: none"> Initial Consultation (up to 60 minutes) Review paperwork Letter of advice 	£500 plus VAT
OPTIONAL – Issuing pre-action letter of claim on Eric Robinson letterhead	An additional £200 plus VAT
OPTIONAL – Preparing Particulars of Claim for use by you in Court proceedings	An additional £500 plus VAT*

* N.B. Using solicitors in connection with Court proceedings involving claims for less than £2,000 is unlikely to be cost effective even on a fixed-fee basis

Any work completed by us up to the issue stage outside the items identified above (for example, acting for you in any negotiations with the Defendant as to settling the claim) will be charged at commercial rates.

We can of course continue to advise you in how to manage your claim beyond the issue stage (and even arrange legal representation for you at trial), in which case any work completed by us will be charged at commercial rates, rather than on a fixed fee basis. We do not tend to come on the Court record as acting for you in contested small claims track proceedings.

Services for Defendants – up to providing you with Defence / and Counterclaim

In circumstances where you or your business have been notified of a potential claim against you, we can provide advice and ensure that your response to that claim gets off on the right foot by preparing for you the paperwork which you will need.

This service is available in circumstances where you have received pre-action correspondence containing the threat of Court proceedings, or sealed Court papers indicating that proceedings have been issued against you.

Options	Fixed Fee
BASIC PACKAGE –	
<ul style="list-style-type: none">• Initial Consultation• Review paperwork• Letter of advice	£500 plus VAT
OPTIONAL – Issuing letter of response on Eric Robinson letterhead in circumstances where you are making a counterclaim	An additional £200 plus VAT, or £300 plus VAT
OPTIONAL – Preparing Defence / and Counterclaim for use by you in Court proceedings	£600 plus VAT in circumstances where you are making a counterclaim *

* N.B. Using solicitors in connection with Court proceedings involving claims for less than £2,000 is unlikely to be cost effective even on a fixed-fee basis

Any work completed by us up to the issue stage outside the items identified above (for example, acting for you in any negotiations with the Claimant as to settling the claim) will be charged at commercial rates.

We can of course continue to advise you in how to manage your defence beyond the issue stage (and even arrange legal representation for you at trial), in which case any work completed by us will be charged at commercial rates, rather than on a fixed fee basis. We do not tend to come on the Court record as acting for you in contested smalls claims track proceedings.

Important Note for Claimants and Defendants:

- I. Ordinarily, parties in small claims track proceedings are expected to bear their own costs and therefore you are unlikely to recover from your opponent any fees paid to us in assisting you with your claim / defence
- II. The fixed fee amounts above are exclusive of any disbursements which we might incur, but you will be given advance notice of any need for us to incur disbursements.