

Private Client/Litigation **Prices 2023**



Private Client (Wills and Probate etc)

Your instructions can be taken either in the office, in person or on the phone, or at your home at your convenience. Home visits are chargeable based on distance as follows;

Home visit (Hunstanton) £50+VAT

Home visit (w/in 15miles of office) £75+VAT

Home visit (15-30 miles of office) £100+VAT

Home visit (+30 miles of office) call for quote

Wills can be made either solely (single will) or with your partner (mirror wills). Wills are charged based on their complexity; i.e., the number of different elements they contain, as follows:

Simple Single Will including initial appointment to take instructions, drafting and preparation of the will, provision of witnesses for execution (signing of engrossed version) and storage after execution - £250+VAT

Mid complexity single will e.g., a will containing a life interest or trust element including initial appointment to take instructions, drafting and preparation of the will, provision of witnesses for execution (signing of engrossed version) and storage after execution - £400+VAT

Complex single will e.g., a will containing a life interest and trust element including initial appointment to take instructions, drafting and preparation of the will, provision of witnesses for execution (signing of engrossed version) and storage after execution - £500+VAT

Simple mirror wills Will including initial appointment to take instructions, drafting and preparation of the wills, provision of witnesses for execution (signing of engrossed versions) and storage after execution - £450+VAT

Mid complexity mirror wills e.g., wills containing a life interest or trust element including initial appointment to take instructions, drafting and preparation of the wills, provision of witnesses for execution (signing of engrossed versions) and storage after execution - £750+VAT

Complex mirror wills e.g., wills containing a life interest and trust element including initial appointment to take instructions, drafting and preparation of the will, provision of witnesses for execution (signing of engrossed version) and storage after execution - £950+VAT

In addition to wills, we offer the following supplementary documents;

Letter of wishes including initial appointment to take instructions, drafting and preparation of the letter of wishes and storage after execution - £150+VAT

Single codicil including initial appointment to take instructions, drafting and preparation of the codicil, provision of witnesses for execution (signing of engrossed version) and storage after execution - £150+VAT

Dual codicil including initial appointment to take instructions, drafting and preparation of the codicils, provision of witnesses for execution (signing of engrossed version) and storage after execution - £300+VAT

Usual Disbursements in Will cases can include

Description	Amount	VAT chargeable
Land registry title deeds to establish property ownership terms	£3	No

We also prepare Lasting Powers of Attorney (LPAs) as follows;

LPA health & welfare including initial appointment to take instructions, drafting and preparation of the LPA, provision of witnesses for execution (signing of engrossed version) for the Donor, circulation to Certificate Provider and Attorneys and reserve attorneys, Notification of required people and storage after execution - £350+VAT

LPA property & finance including initial appointment to take instructions, drafting and preparation of the LPA, provision of witnesses for execution (signing of engrossed version) for the Donor, circulation to Certificate Provider and Attorneys and reserve attorneys, Notification of required people and storage after execution - £350+VAT

If dual LPAs taken £600+VAT for the pair

Usual Disbursements in LPA cases can include

Description	Amount	VAT chargeable
OPG Registration fee per LPA	£82	No
OPG Registration fee per LPA if Donor annual income under £12,000 per annum	£41	No
Recorded delivery costs	£TBC	No

We usually deal with Estate administration following an initial estimate at £250p/h plus VAT with the following minimum costs;

If IHT205 required - £1,000+VAT

If IHT400 required - £2000+VAT (£100+VAT per schedule)

If the case is one of intestacy - £500+VAT

The process of administering an estate will require us to undertake the following work:-

- 1) Obtaining Probate Valuations of all the Assets together with taking all reasonable steps to ascertain the amounts of any liabilities at date of death, including a Valuation of the chattels and property, should there be one.
- 2) Dealing with any Pensions (whether that be State Pension or Occupational) and Benefits which can also include answering queries from the Department for Work & Pensions should Pension Credit have been received.
- 3) Preparing papers to apply for the Grant for Administration – either a Grant of Probate (if there is a Will) or a Grant of Letters of Administration (if there is no Will).
- 4) Obtaining signatures of the Personal Representatives in the Estate, on the Probate application forms (PA1P and IHT).
- 5) If Inheritance Tax is payable, then any Inheritance Tax that is attributable to the personalty (not realty) will have to be paid initially to obtain a receipt from the Capital Taxes Office. We will then be able to apply to the Probate Court for the Grant of Administration, at which point Court fees will become payable.

NB IHT is chargeable by HMRC and not SJP Solicitors and payable to HMRC outside of SJP fees. We will arrange payment of the IHT inside our fee structure

- 6) The Grant is normally issued within 12-16 weeks from the application to the Court.
- 7) Registration of the Grant and obtain repayment in relation to all assets, including the sale of any property involved within the Estate.

The sale of the property will be dealt with by our conveyancing department, who will be in touch in due course with a specific quote however in general terms the rough fees will be based on property value

Plus disbursements. If in due course you instruct other conveyancing solicitors the above cost will still be payable.

- 8) Discharging all outstanding liabilities, of which we become aware, together with any administrative liabilities, including any outstanding Income Tax due up to the date of death.
- 9) Complete matters with the Inland Revenue and pay any Income Tax on administrative income if received Gross.
- 10) Once the Estate is in funds, pay all Pecuniary Legacies and make interim distributions to the Residuary Beneficiaries.

- 11) Obtaining Inheritance Tax Clearance Certificate if appropriate.
- 12) Transferring assets such as property to Beneficiaries should that be applicable, and then registering with the Land Registry and paying any Land Registry Charges as required. This is done by Assent of Transfer then there will be additional fees payable for this.
- 13) Preparing the final Estate Accounts and sending to the Personal Representatives for approval.
- 14) Making the final distribution payments and clearing my professional charges from Estate Funds.

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 a claim is made against the estate or a caveat entered this will fall outside of the usual scope of work and we will advise separately should the need arise.

How Long Will it Take?

It can take up to a year for Probate matters to conclude but please appreciate that we are very much dependent on receiving information and replies from third parties, along with the length of time the Probate Registry may take issuing the Probate and, of course, how long any property within the Estate takes to sell.

In addition to estate administration, we offer the following supplementary documents;

Deed of Family Arrangement including initial appointment to take instructions, drafting and preparation of the Deed of Family Arrangement, circulation to all parties, and storage after execution - £500+VAT

Usual Disbursements in a Probate/Estate administration case include

Description	Amount	VAT chargeable
Court Fee	£273.00	No
Court Sealed Office Copy	£1.50 per item	No

Hourly rates

It may be necessary to agree an hourly rate with you, if it is not possible to give you an accurate estimate of the likely costs involved with your sale.

Hourly rates are based on the qualification and experience of your legal representative.

These rates are currently:

Member: £250 +VAT per hour – Mrs Meyer is a solicitor and Member who supervises all private client matters. She has been qualified since 2016 and a Member in the firm since 2019.

cILEX: £225+VAT per hour – Mrs Curl is a Chartered Legal Executive and has been qualified since 2022

Solicitor: £225+VAT per hour – Mrs Slow is a Solicitor and has been qualified since 2020

All professional costs, whether fixed fee or hourly rate, are subject to VAT.

Family Law – Prices 2023



Your instructions can be taken either in the office, in person or on the phone, or at your home at your convenience. Home visits are chargeable based on distance as follows;

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Home visit (w/in 15miles of office) £75+VAT

Home visit (15-30 miles of office) £100+VAT

Home visit (+30 miles of office) call for quote

Often if just an initial chat is required, we can provide an initial consultation for £250+VAT. Sometimes a one-off letter to the other side in the case of minor disputes is sufficient to settle the matter. We provide such letters at a cost of £375+VAT following initial consultation.

Divorce

There is an initial Court fee of £550 for the application which we ask for upon instruction. To complete this with you and file at Court our initial costs are £750+VAT, including dealing with decree nisi and decree absolute for you. From initial application it depends on whether the Divorce is contested or not as to what further work will be required, and we will be able to estimate this for you on a case by case basis dependant upon response.

Finances

You can divorce without on paper without agreeing finances. However, if there are assets to be divided it is prudent to do so. However, the costs associated with this vary greatly depending upon the assets to be divided, and how amicable relations are between parties. As such we usually offer an initial estimate based on hourly rates. We may ask, for example, for £750+VAT on account initially, and will let you know when we are reaching the limit of the payment

Child Arrangements

Child Arrangements Orders can cover everything from “custody” (i.e. residency, where the child will live) to access (for the non-resident parent to see the child) Each case is unique, however all carry a £215 Court fee upon application which we ask for upon instruction. The costs involved in Child Arrangements cases vary greatly. As such we usually offer an initial estimate based on hourly rates. We may ask, for example, for £750 +VAT on account initially, and will let you know when we are reaching the limit of the payment

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Civil Litigation - Prices 2023



Civil Litigation can cover everything from boundary disputes to estate claims and debts. We also act for both employers and employees in unfair and constructive dismissal cases, contracts, as well as dealing with redundancies and settlement agreements relating to all areas of employment law

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Home visit (+30 miles of office) call for quote

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Civil Litigation Example - Landlord and Tenant - Possession

For a landlord seeking to recover possession of a property from a tenant, the first step is to serve Notice. There are 2 main options, a “section 21” or “section 8” notice. These can be served by your solicitor, or by your letting agent, or you can serve yourself. Once the Notice period has expired, you can apply for possession, which carries a £355 Court fee upon application which we ask for upon instruction. For a standard straightforward possession case we estimate our costs to be £1500+VAT however we are mindful of complications which can arise, and resultant additional costs and would advise you straight away if there was an occurrence which may affect your costs.

Civil Litigation Example - Employment

There is usually a £250+VAT initial meeting, which is a stand-alone cost, unless the matter proceeds to instructions. Usually there is an initial pre-action letter which is charged at £375+VAT but the initial meeting cost is deducted therefrom.

If the employer responds positively to the initial letter, then settlement agreement can be provided by them and advised upon by us. The employer usually meets any costs in relation to this. If the employer does not engage with the initial letter, then ACAS are contacted and the Early Conciliation process is entered. If no agreement is reached by the end of the period, then

we can issue proceedings with the employment tribunal. The charges are £750+VAT to file initial proceedings at court.

If we proceed to tribunal there are several stages

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation
- 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.

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