

# Small Claims Fixed Fee Service

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## Small Claims Pricing Options

Description of Work	Basic	Standard	Superior	Payable
<b>From</b> Commencing Work <b>to</b> Receipt of Notice of Allocation	£325	£550	£800	At commencement of works
<b>From</b> Notice of Allocation <b>to</b> Allocation of Claim	n/a	£100	£200	When Directions Questionnaire filed
<b>From</b> Directions Questionnaire Filed <b>to</b> Serving of Witness Statement & Evidence	£500	£600	£900	When Directions Questionnaire filed
<b>From</b> Filing of Witness Evidence <b>to</b> Trial	n/a	£600	£600	28 days before trial
<b>Total</b>	<b>£825</b>	<b>£1,850</b>	<b>£2,500</b>	All figures excluding VAT and disbursements

## Small Claims Fixed Fee Work Schedules

Description of Work	Basic	Standard	Superior
Going on Court Record	NO	YES	YES
Draft Particulars of Claim and Claim Form	YES	YES	YES
Issue Claim at Court	NO	YES	YES
File Request for Judgment in Default	NO	YES	YES
Draft Defence to Counterclaim and/or Reply	NO	NO	YES
Prepare and File Directions Questionnaire	NO	YES	YES
Advice on Settlements Offers	NO	NO	YES
Draft Witness Evidence	<sup>1</sup> YES	<sup>2</sup> YES	<sup>3</sup> YES
Representation at Trial	NO	YES	YES

1. One Witness Statement, to a maximum of 5 pages  
 2. Two Witness Statements, to a maximum of 10 pages  
 3. Up to Two Witness Statements, unlimited length

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## Points to Note

1. The Small Claims Fixed Fee Service and the associated prices quoted for that service apply only to claims issued in or allocated to the Small Claims Track in the following County Courts:
  1. Bradford
  2. Halifax
  3. Harrogate
  4. Huddersfield
  5. Leeds
  6. Sheffield
  7. Wakefield
  8. York
2. The Small Claims Fixed Fee Service is not suitable for any claims that include or are likely to include a claim pursuant to Part 20 of the Civil Procedure Rules, or that should be issued in accordance with Part 8 of the Civil Procedure Rules.
3. In the event that any interim applications are made by any party to proceedings, any work done in relation to such applications are not included within the Small Claims Fixed Fee Service and shall be subject to a separate fee agreement for that element of the work.
4. In the event that any court hearings (other than trial) are necessary, any work done in relation to such hearings are not included within the Small Claims Fixed Fee Service and shall be subject to a separate fee agreement for that element of the work.
5. Should Lupton Fawcett be instructed to undertake any work that falls outside of the relevant level of service within the Small Claims Fixed Fee Service, then that work shall be charged with reference to the relevant hourly rates for the relevant members of staff.
6. We will conduct an initial review of the papers to determine the suitability of case for the service and upon such review we reserve the right to reject any instructions at our discretion.

Any attendance at trial required for claims issued in or allocated to any other courts other than the above, or any track other than the Small Claims Track, shall be subject to a separate fee agreement.

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