

## Employment Tribunal Fixed Fee Price List

Claim Assessment	£350 + VAT
<p>This includes:</p> <ul style="list-style-type: none"> <li>• A meeting of up to 1hr with one of our expert Employment Lawyers.</li> <li>• Perusing any documents relevant to your claims that have been provided up to a maximum of 1hr.</li> <li>• A detailed letter to you with our assessment of your case, what claims you might have, and what time limits apply.</li> </ul>	

Early Conciliation Representation	£350 + VAT
<p>This includes:</p> <ul style="list-style-type: none"> <li>• Taking instructions from you about what outcomes you would like from your case.</li> <li>• Completing all ACAS Early Conciliation Notification forms relevant to your case.</li> <li>• Negotiating with ACAS and the Respondent's representatives to try and secure you a positive settlement.</li> <li>• Drafting appropriate settlement wording and executing COT3 settlement documents.</li> </ul>	

Lodging Claims	£500 + VAT
<p>This includes:</p> <ul style="list-style-type: none"> <li>• Our expert Employment Lawyers will draft your ET1 Claim form and submit this to the employment tribunal.</li> <li>• Advising you about what tribunal fees are payable and whether you will qualify for any financial assistance with this. If you do, we will assist you in making these applications.</li> <li>• Perusing the ET3 defence form, once this has been received from the respondent.</li> <li>• A meeting of up to 1hr with you to take instructions and discuss the ET3 and next steps forward.</li> </ul>	

Settlement fee	£500 + VAT
<p>This includes:</p> <ul style="list-style-type: none"> <li>• Negotiations once your claim is raised to seek a settlement to avoid a full hearing.</li> <li>• Taking instructions from you, advising you in respect of any offer made.</li> <li>• Preparing, revising and agreeing on your behalf a formal settlement agreement.</li> <li>• Withdrawing your claim (if applicable)</li> <li>• Any other steps needed to implement the agreement.</li> </ul>	

Employment Tribunal Representation	
Preliminary Hearing - Case Management Discussion (includes completing Agenda)	£375 + VAT
Preliminary Hearing – substantive/legal issue (including a hearing on timebar, disability status etc.)	£900 + VAT per day
Full Hearing	£900 + VAT per day (or part thereof)

#### Employment Tribunal Preparation Fee\*

Length of Hearing Listed	Preparation Fee
1-2 Days	£900 + VAT
3-5 days	£1350 + VAT
For each additional day	£300 + VAT

\*The preparation fee will always be applied to the final hearing in your case. It will also be applied to any preliminary hearing where the employment tribunal is required to issue a decision regarding a substantive issue before the full hearing. Examples of this would include a hearing on time-bar, disability status, or employee status. These types of preliminary hearing are not usually required in cases. If such a hearing is required in your case, one of our solicitors will discuss this with you.

#### **Timescales for Payment**

Claim Assessment	Within 7 days of meeting with us.
Early Conciliation Representation	Within 7 days of instructing us to initiate the Early Conciliation process on your behalf.
Lodging Claims	Within 7 days of instructing us to lodge the ET1.
Employment Tribunal Representation	Full payment due 14 days in advance of the first day of your hearing.
Employment Tribunal Preparation Fee	14 days in advance of the hearing.

#### **Refund of Employment Tribunal Representation Fee and Preparation Fee**

If your case settles within 14 days of the first date of the hearing then we will refund you 50% of the representation fee for the first and second days of your hearing and the 100% of the representation fees for day 3 onwards (if applicable).

#### **Outcome**

Once your case has concluded and we have a decision, we will meet with you and discuss the outcome with you. There is no charge for this.

#### **Communicating with you during the process**

We will keep you up to date during the whole claim process. If you have any questions please do not hesitate to contact your solicitor. There is no additional charge for discussing your case with your solicitor.

### **Additional Charges**

Whilst the above gives an outline of the main procedural steps that will take place in an employment tribunal case, not all cases are identical and the unique circumstances of your case may require additional work not covered by the fixed fees above. In those circumstances, we reserve the right to charge an additional fixed fee for such work. If it is not possible to do so (for example, because the level of work cannot be clearly predicted) we reserve the right to charge for that additional work in terms of the hourly rate applicable to your case (this is found in the terms of business letter issued to you at the commencement of your case. If your letter does not include an hourly rate then the rate of £200 + VAT applies). Whilst not exhaustive, types of additional work that might incur additional fees include:

- Where we require to apply for any case management orders from the Tribunal;
- Where the Tribunal orders the Solicitors to prepare additional documents such as an agreed list of issues; a joint minute of agreed facts; a chronology; or written submissions.
- Where there are sustained settlement discussions beyond the work normally involved

**Where practicable, we will give you notice of these fees in advance. However, it may not always be possible to do so.**

### **Outlays**

You are responsible for paying all outlays in your case. Typical outlays include obtaining copies of medical records or instructing experts to produce expert reports. We will not incur outlays in your case without first discussing the matter with you.