



KEY STAGES

The fees set out below cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation that could be awarded (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached before a claim is lodged
- Preparing the claim or response
- Reviewing and advising on the claim or response
- Exploring settlement and negotiating settlement throughout the process
- Preparing and updating as appropriate or advising on the schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the claimant or employer or their representative and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with the witnesses
- Preparing a bundle of documents for the hearing
- 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 the 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 or defence of it yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

FEE RANGE

Factors that could make a case more complex:

- If it is necessary to provide further information about an existing claim or response to one
- Making or defending a costs application
- The number of witnesses and documents involved
- If it is an automatic unfair dismissal claim e.g. if the claimant was dismissed after blowing the whistle on his/her employer
- Where the other party is unrepresented
- Where there is a dispute about whether a party has complied with directions made by the tribunal (e.g. around disclosure)

If the case involves allegations of discrimination this will make the matter more complex and involve additional cost. You should contact us for an estimate of the likely costs in such cases.

The fee range includes advocacy at the hearing(s) provided either by us or an appropriate barrister specialising in employment tribunal cases.

Simple case	£2,500 – 6,000 (excluding VAT)
Medium complexity case	£6,000 – £13,500 (excluding VAT)
High complexity case	£10,000 – £22,500 (excluding VAT)

HOW LONG WILL THE PROCESS TAKE?

The time that it takes from taking your initial instructions to the final resolution of the matter depends largely on the stage at which the case is resolved. If a settlement is reached during pre-claim conciliation, the case is likely to take 1–4 weeks. If the claim proceeds to a Final Hearing, the case is likely to take between 26–52 weeks. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.