



# Fast Track Claims Scheme

GIVING YOU A HEAD START

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## SA Law's capped fee Fast Track Claims Scheme is specifically tailored to make it commercially viable for you or your business to litigate lower value claims.

Cases worth between £10,000 and £25,000 are ordinarily allocated to the Fast Track where the court procedures are more complicated than for Small Claims but not as complex as Multi-Track proceedings. Whilst costs are recoverable for claims allocated to the Fast Track the trial costs are limited to fixed sums. You will only recover costs that are proportionate and necessary and therefore these claims need to be managed in a cost effective way.

We recognise that disputes arise but that it is not always cost effective to instruct solicitors to deal with them on a traditional hourly rate basis. SA Law's fixed fee Fast Track Claims Scheme is specifically tailored to make it commercially viable for you to instruct our specialist advisors to deal with your dispute in a cost effective way.



# How the scheme works

**Our Fast Track Claims Scheme covers cases worth between £10,000 and £25,000 (excluding Personal Injury claims) which have been allocated to the Fast Track.**

**The scheme comprises of the following stages:**

## STAGE ONE

### **Initial Review & Claim Management**

When a claim arises we will carry out a full review and advise you on your prospects of success and a suggested strategy for resolving the dispute. This will allow you to make an informed decision on whether to proceed or not. This review costs £750 plus VAT.

## STAGE TWO

### **Pre-Action Correspondence /Early Settlement**

Following the initial review (and assuming you decide to proceed) we will prepare a Letter Before Claim or Letter of Response depending on whether you are a Claimant or Defendant. We will also explore possible settlement options with you.

## STAGE THREE

### **Commencing or Defending Proceedings**

If you are a Claimant we will prepare the claim documents. If you are a Defendant we will prepare your Defence (and any Counterclaim you may have). We will also conduct the case on your behalf (and always subject to your instructions) through to its final hearing.

## STAGE FOUR

### **Settlement/Mediation**

If a claim can be settled after a defence has been filed, it can avoid the need to prepare witness statements, documents and the trial itself. This saves both parties and the court service time and expense.

We will advise you throughout the course of the litigation on whether it is appropriate to make a settlement offer and on what level it should be pitched. We will also assess and advise upon any settlement offers made by the opposing party with the aim of achieving the best possible outcome for you or your business.

If you choose to mediate, we will organise and represent you at the mediation. Please note that the costs of the mediation itself (ie. mediator and room hire costs) are disbursements and will not be included in our capped fee.

## STAGE FIVE

### **Preparation for Final Hearing**

If the case cannot be settled we will prepare witness statements to support your case and produce the documentary evidence bundle the court usually requires.

If your claim requires evidence from an expert we will also instruct the expert to prepare a report.

If your case needs more than one witness statement or more than one expert, you can purchase "add-ons" at a fixed price to cover this. This price will be agreed between you and the solicitor with conduct of your case.

## STAGE SIX

### **Trial**

We will prepare your case for trial and arrange for a barrister to represent you. The cost of a barrister is not included in the scheme, but we can often arrange for a barrister to work on a fixed fee basis.

## STAGE SEVEN

### **Enforcement**

Once Judgment is obtained the majority of claims will be paid without the need to take enforcement action. However, if you obtain a Judgment which is not paid and enforcement action becomes necessary we will advise you on the most appropriate method, but the cost of enforcement proceedings are not included in the capped fees detailed overleaf.



# Charges Menu

CLAIM VALUE	SA LAW CAPPED FEE (excluding VAT and disbursements)
£10,000-£13,000	<b>£7,500</b>
£13,001-£16,000	<b>£9,500</b>
£16,001-£19,000	<b>£11,500</b>
£19,001-£22,000	<b>£13,500</b>
£22,001-£25,000	<b>£15,000</b>

- Enforcement proceedings are not included in our capped fee quote but will be charged in accordance with the SA Law Debt Recovery Scheme Charges Menu.
- Disbursements may include court, expert, mediation and counsel's fees. These costs are not included in our capped fee quote.
- The above fee scale excludes the Stage 1 review cost of £750 plus VAT.
- If the case is allocated or reallocated to the Small Claims Track or Multi Track then SA Law reserve the right to remove the case from the Fast Track Claims Scheme and will agree with you the fees for the case.





# Contact Us

For further information about our Fast Track Claims Scheme, or to discuss a particular matter or situation in more detail, please contact Helen or Charlotte on the details below:



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