



Small Claims Scheme

ON YOUR SIDE

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SA Law's fixed fee Small Claims Scheme is specifically tailored to make it commercially viable.



We recognise that low value disputes arise but that it is not always cost effective to instruct solicitors to deal with them, especially on a traditional hourly rate basis. Cases worth £10,000 or less are ordinarily allocated to the small claims track which restricts recoverable costs to very limited fixed sums if you are successful, even though you may have incurred significantly higher costs with your solicitor.

SA Law's fixed fee Small Claims Scheme is specifically tailored to make it commercially viable for you to instruct specialist advisors to deal with low value disputes in a cost effective way and that leaves you free to focus on running your business.



How the scheme works

Our Small Claims Scheme covers cases worth up to £10,000 (excluding Personal Injury claims) and is made up 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. The review costs £450 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 to a claim depending on whether you are a claimant or defendant. We will also explore possible settlement options with you if there are any.

STAGE THREE

Commencing or Defending Proceedings

If you are a claimant we will prepare the court 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 and/or Mediation

The court offers a Small Claims Mediation Scheme. Under this a court appointed mediator will assist you to settle the matter before the claim progresses further. This is usually done by way of a one hour telephone mediation. We will help you in preparing for the mediation and identifying your likely goals, and can arrange to represent you for a further fixed fee.

STAGE FIVE

Preparation for Final Hearing

If the case cannot be settled we will prepare a witness statement to support your case and produce the documentary evidence bundle the court usually requires. If your case needs more than one witness statement, you can purchase "add-ons" at a fixed price to cover this.

STAGE SIX

Trial

We will help you to prepare for trial if you want to represent yourself or arrange for an advocate to represent you. The cost of an advocate is not included in the scheme, but we can often arrange advocates on fixed fees.

STAGE SEVEN

Enforcement

Once judgment is obtained the majority of claims will be paid without the need to take enforcement action. However, if the judgment 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 fixed fees detailed overleaf.



Charges Menu

CLAIM VALUE	SA LAW FEE (excluding VAT and disbursements)
£0 - £3,000	£1,500
£3,001 - £5,000	£2,000
£5,001 - £7,500	£2,500
£7,501 - £10,000	£3,000

- Enforcement proceedings are not included in a fixed fee quote but will be charged in accordance with the SA Law Debt Recovery Scheme Charges Menu.
- Disbursements include court fees and advocate fees for representation at trial.
- The above fee scale excludes the Stage 1 review cost of £450 plus VAT.
- If the case is allocated or reallocated to the Fast Track or Multi Track then SA Law reserve the right to remove the case from the Small Claims Scheme and will agree with the client fees for the case.

Contact us

For further information about our Small Claims Scheme, or to discuss a particular matter or situation in more detail, please contact Helen Young.



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