



MOON BEEVER: COSTS FOR EMPLOYMENT TRIBUNALS FOR EMPLOYEES

We understand that an employment dispute or going to an Employment Tribunal can be an extremely stressful time. Our expert lawyers work hard to take the pressure off you and to deliver good results.

If you would like to speak to a member of our team, simply call 020 7539 4147 or email us at srushton@moonbeever.com

OUR FEES:

Our fees (shown below) will be determined by whether the case is one of simple, medium or high complexity. Aside from the legal issues involved, a key factor in relation to the overall costs of a case are the number of documents that need to be reviewed, the number of potential witnesses involved, whether it is necessary to make any applications during the course of the case, any appeals and whether or not other claims are brought such as discrimination or whistleblowing.

The fees set out below relate to cases of unfair or wrongful dismissal only, that are being brought before an Employment Tribunal. They are not applicable where a claim for wrongful dismissal has been brought in the High Court or County Court (where Court fees will apply).

When acting for Employees in relation to unfair dismissal or wrongful dismissal claims there are a number of possible funding options available.

- 1.** You may have insurance which helps you meet some or all of your legal costs. We will discuss this with you at your first meeting with us. It is however important to understand that sometimes your insurance will not cover the cost of everything. We shall explain this to you once we have seen the relevant policy.
- 2.** We may be prepared to work under a conditional fee agreement or a damages based agreement (known as a 'no win no fee agreement') depending upon the circumstances of your case. However, we will need to assess if your claim is suitable for such an arrangement and we will charge a **fixed fee of £600** plus VAT for doing this. It is important to note the following:
 - We will generally only consider no win no fee arrangements in high value claims where we assess the prospects of success as being strong.
 - Sometimes it is financially advantageous to you to pay hourly rates rather than enter into a no win no fee agreement, for example if it is likely that the matter will settle quickly;
 - Sometimes funding for your claim might be available from elsewhere e.g a trade union which means that you may not need to incur costs at all; and
 - Even with 'no win no fee agreements' there will usually be expenses to pay whether your case is successful or not. These include expenses, such as barristers fees, expert's costs, travel costs and if applicable hotel fees and subsistence costs.

We will always discuss this with you so you can choose the right option for you.

- 3.** We may agree to charge a fixed fee for undertaking certain work in straightforward unfair dismissal and wrongful dismissal cases:
 - A 40 minute meeting and written advice on the merits of your claim together with an explanation of strengths & weaknesses £500 plus VAT
 - To enter into negotiations with ACAS on your behalf £750 plus VAT
 - To draft a standard Employment Tribunal Claim (Form ET1) in a simple unfair dismissal case or wrongful dismissal case £600 plus VAT **[this is only available if we have previously advised on merits]**.
 - To advise you on the terms of a settlement agreement £400-750 plus VAT (often your employer will pay some or all of that costs).
 - To draft a list of documents (no more than 30 documents) £500 plus VAT
 - To prepare a simple schedule of loss £500 plus VAT.
 - To prepare a simple witness statement (not exceeding 5 pages) £700 plus VAT.

Otherwise we may charge based on our normal hourly rate (shown on the next page).



MEET SARAH RUSHTON

Further specific experience can be seen in Sarah's staff profile found on our website in the 'our people' section.

Name & job title (In seniority)	Qualifications & years PQE	Hourly rate
	Partner Head of the employment department. LLB, 20+ years' PQE	£395 (plus VAT) per hour

Sarah Rushton
[Click here to view full profile.](#)

RANGE OF COSTS FOR BRINGING CLAIMS FOR UNFAIR OR WRONGFUL DISMISSAL IN AN EMPLOYMENT TRIBUNAL BASED ON OUR HOURLY RATES WHERE NO FIXED FEES HAVE BEEN AGREED

Simple case	Between £1,500 - £15,000	Excluding VAT
Medium complexity case	Between £1,500 - £40,000	Excluding VAT
High complexity case	Between £1,500 - £100,000	Excluding VAT
Attending a Tribunal hearing	£1,500- £3,000 depending upon the seniority of the fee earner concerned	Excluding VAT
Court Fees	There are currently no fees for Employment Tribunal claims	Excluding VAT
Counsel's fees	Between £150-£400 per hour depending on experience of advocate and location.	Excluding VAT
Other Expenses	Depending on where the case is heard there may be travel costs & hotel fees. We may also charge for photocopying and courier fees	

The cost ranges above assume

1. That we are instructed after you have been dismissed, but before a claim is issued.
2. That we are paid on the basis of our normal hourly rates as set out above and have not agreed a fixed fee for any stage of the proceedings.
3. In the case of the lower scale estimates, that the matter settles quickly and within the first 4 weeks of our instruction. It does not include the cost of preparing any settlement agreement.
4. That the claim is for unfair dismissal or wrongful dismissal only and that no other claims or counter claims are made.
5. That we are given instructions promptly and as requested.
6. That your employer complies with Tribunal directions promptly and no applications are necessary
7. That you provide instructions promptly

The standard VAT rate is 20% and applies to all transactions of goods or services. Please bear this in mind when calculating costs. [Experian offer a free VAT calculator here](#)



HOW LONG WILL MY MATTER TAKE?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 4-12 weeks. If your claim proceeds to a Final Hearing, your case is likely to take between 6-9 months depending upon how busy the tribunal is and the length of the final hearing. 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.

KEY STAGES

The fees set out above 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 (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;
- Preparing claim
- Reviewing and advising on claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- preparing bundle of documents
- 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 Final Hearing, including instructions to Counsel

The stages set out above are an indication only and if some of stages above are not required, the fee will be reduced.

Contact [Sarah Rushton](mailto:srushton@moonbeever.com) on srushton@moonbeever.com or 020 7539 4147 to discuss your matter.

The prices cited in this document are subject to change/increase/adjustment without notice and do not form a binding commitment to provide services at these costs. Fees will be confirmed at the point of a client/solicitor relationship being entered into on our standard terms of business at the relevant time.