



YOUR LEGAL FEES



Teelan & Silwal
FAMILY LAW

Your Legal Fees

At Teelan & Silwal, we are committed to providing you with affordable advice. You will be sent a Client Care Letter and our Terms of Business when you first become a client, which sets out the full and exact nature of our relationship with you, including details of our legal fees. We have set out below some key points in relation to legal fees, in respect of our responsibilities towards you, your obligation to discharge our fees and how to manage those fees as you progress through your matter.

1. How are legal fees calculated?

You will be provided with transparent details of your costs, based upon the charge out rate of the fee earner conducting work on your behalf. Our legal fees are calculated based upon the amount of time spent working on your matter in units of 6 minutes, being one tenth of an hour. Therefore, if a fee earner, whose charge out is £250 per hour, spent 12 minutes on the telephone with you, you will be charged £50 (excluding VAT) for that telephone call.

You will be charged for all work undertaken on your behalf, to include but not limited to, taking instructions from you, considering your position and providing you with tactical advice, preparing for and attending meetings with you or other third parties, advising you, working on papers, telephone calls and dealing with correspondence (to include emails, text messages or other forms of message service).

2. When will I receive an invoice?

You will receive an invoice on a monthly basis. Each invoice will set out the period of time it covers, together with details of the costs incurred. You will also be provided with a breakdown of all time spent working on your behalf during the billing period. That will include details of the fee earner that carried out the work, the date the work was carried out, what work was carried out and details of the time spent on that task and the resulting cost.

3. When do I have to pay your invoice?

Your invoice is due to be paid on the day you receive it. To ensure that legal fees do not mount up, we do expect invoices to be discharged on a regular monthly basis. It will make it extremely difficult for us to continue acting on your behalf if you do not pay your legal fees regularly.

4. Your legal fees are your responsibility.

In divorce proceedings, both you and your partner will be responsible for your own legal fees. In exceptional circumstances, it may be possible to make a separate application for costs,



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which means that the other party may be ordered to pay some or all of your legal fees. If we believe that is a possibility, we will discuss it with you.

In financial proceedings, there is no longer a presumption that the “losing” party will pay all of the legal costs for both parties. The general rule is that you will be responsible for your own legal fees, unless there are exceptional circumstances, where an application for costs may be made. If we believe that is a possibility, we will discuss it with you.

In certain types of proceedings, costs do follow the event, such as interim maintenance applications, Schedule 1 claims or TLATA 1996 claims. If this is relevant to you, we will discuss the matter with you.

5. Do I still have to pay your costs if I have a costs order?

Yes. Your legal fees remain your responsibility and you have an obligation to us to ensure they are paid. Securing a costs order does not negate your responsibility to us to ensure that your legal fees are discharged on a monthly basis, upon receipt of your invoice. If you have secured a costs order, then we will look to the other party to pay those costs as ordered by the court, but you will continue to be liable for the costs that we have incurred, and will continue to incur, on your behalf; that liability is not transferred and so if the other party does not pay the costs ordered, then you will need to discharge those costs yourself.

6. How can I keep my legal fees down?

- Be transparent with your solicitor about your situation.
- Use your time with your solicitor well.
- Prepare for meetings and telephone calls with your solicitor.
- Be organised. If you are asked to provide information and documentation, please be prompt in your response. Chase up phone calls and emails can become expensive.
- Work as a team with your solicitor, not against them.

7. What if I am having trouble paying my invoices?

Of course we understand that the additional cost of legal fees can be burdensome. If you envisage any difficulty in discharging your legal fees, then please contact us as soon as possible to discuss a way forward.

