



FIXED FEE INSTRUCTION FORM

Clients should complete this form, sign and date it and then return to us together with:-

- **Proof of Identity documentation as specified in the separate ID form.**
- **Marriage / Civil Partnership Certificate (if applicable).**
- **Payment on Account.**
- **Signed Terms and Conditions of Business.**

YOUR DETAILS

Full Name inc. title and middle name(s):.....

Full Address:.....

.....DOB.....

Telephone Number:..... Email Address:.....

Job Title:.....

OTHER PARTY'S DETAILS

Full Name inc. title and middle name(s):.....

Full Address:.....

.....DOB.....

Job Title:.....

OTHER INFORMATION

Date of Marriage:.....Date of Separation:

Children's full names:.....DOB:..... male / female

Name of other parent:..... father on birth certificate? Y / N

Children's full names:.....DOB:..... male / female

Name of other parent:..... father on birth certificate? Y / N

Children's full names:.....DOB:..... male / female

Name of other parent:..... father on birth certificate? Y / N

LIST OF FEES

All costs given exclude VAT and disbursements / third party payments.

Divorce / Dissolution

Please tick ONE of the following options:

Divorce/Dissolution Petitioner package	£ 600.00	<input type="checkbox"/>
Divorce/Dissolution Respondent package	£ 300.00	<input type="checkbox"/>
Divorce/Dissolution and agreed financial order package	£1,500.00	<input type="checkbox"/>

Court fee for filing Petition: currently £550.00 Court fee for Consent Order: currently £50.00

Bolt-Ons

Obtaining marriage/civil partnership certificate where marriage/civil partnership took place in England & Wales £ 25.00

Arranging personal service of petition on Respondent within England and Wales £ 75.00

Obtaining a translation of a marriage/civil partnership certificate £ 75.00

Contested Children Issues

Please tick ONE of the following options:

		APPLICANT		RESPONDENT*	
Stage 1		£1,000.00	<input type="checkbox"/>	£750.00	<input type="checkbox"/>
Stage 2	If we have already dealt with stage 1	£1,000.00	<input type="checkbox"/>	£750.00	<input type="checkbox"/>
	If we have not previously dealt with Stage 1	£1,500.00	<input type="checkbox"/>	£1,000.00	<input type="checkbox"/>
Stage 3	If we have already dealt with stage 2	£1,500.00	<input type="checkbox"/>	£1,000.00	<input type="checkbox"/>
	If we have not previously dealt with Stage 2	£3,500.00	<input type="checkbox"/>	£3,000.00	<input type="checkbox"/>

Court fee for applying for Child Arrangements/Parental Responsibility Orders: currently £215.00

* Respondent pay this reduced fee only if the Applicant is represented by a solicitor

Other Fixed Fees

Parental Responsibility Agreement	£300.00	<input type="checkbox"/>
Registering a Home Rights Notice	£200.00	<input type="checkbox"/>
Registering a Notice of Severance	£100.00	<input type="checkbox"/>
Agreed financial order (pure clean break)	£500.00	<input type="checkbox"/>
Agreed financial order (other than a pure clean break order)	£1,000.00	<input type="checkbox"/>
Agreed separation agreement	£1,000.00	<input type="checkbox"/>
Cohabitation agreement	£1,000.00	<input type="checkbox"/>
Fixed Fee appointment up to 30 minutes	£100.00	<input type="checkbox"/>
Fixed Fee appointment 30-60 minutes	£150.00	<input type="checkbox"/>

Signed..... **Printed**.....

Dated.....

PAYMENT OPTIONS

PAYMENT DIRECT INTO OUR BANK

Cunningtons Bank Account
Royal Bank of Scotland Plc
45 Head Street, Colchester, Essex, CO1 1NW
Sort Code 16-16-31
Account No 10041477

(Please quote your surname and confirm to your solicitor once you have made payment)

CHEQUE

All cheques payable to "Cunningtons LLP"

DEBIT CARDS

Please confirm to your solicitor if you wish to pay by debit card and we will email you a link to enable you to do so. We do not accept credit card payments.