



**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	£ 499.00	<input type="checkbox"/>
Divorce/Dissolution Respondent package	£ 250.00	<input type="checkbox"/>
Divorce/Dissolution and agreed financial order package	£1,400.00	<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*	
<b>Stage 1</b>		£1,000.00	<input type="checkbox"/>	£750.00	<input type="checkbox"/>
<b>Stage 2</b>	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"/>
<b>Stage 3</b>	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.