

Documents, Videos, Agreements and Advices Menu

0 Agreements Menu - 25 February 2020

OPENING DOCUMENTS

0A New Matter Form - 20 October 2020

0B Standard File Opening Attendance Note - 17 February 2020

1. Underwoods Solicitors Model Client Care Letter - 14 December 2020

1A Costs, Next Steps and Timetable Schedule - 17 February 2020

1B Initial Appointment Letter - 17 February 2020

1C Example Blank Bill - 22 September 2020

1D Labels - 17 February 2020

2. Pre-Action Contingency Fee Agreement - 26 November 2019

3. Bridging Agreement - 26 January 2021

3A Notice of Right to Cancel including Cancellation Notice - 18 September 2020

3AA Cancellation Notice - 12 October 2020

3B Statutory Information relating to Distance Contracts - 13 August 2019

3C File Closure Form - 7 December 2020- **new**

3D Complaints Policy Underwoods Solicitors - 14 December 2020

3E Privacy and cookies policy - 24 September 2019

4. Explanatory Notes for Solicitors re Pre-Action Contingency Fee Agreement - 24 September 2019
and Bridging Agreement

CONTINGENCY FEE AGREEMENTS

5. Contingency Fee Agreement – MIB Claims - 24 September 2019

5.A Contingency Fee Agreement - Care Home Fees - 24 September 2019

6. Contingency Fee Agreement – MIB Claims – Explanatory Notes - 24 September 2019

DAMAGES BASED AGREEMENTS (DBA)

7. Damages-Based Agreement – Explanatory Notes for solicitors - 2 January 2020
8. Damages-Based Agreement - Personal Injury or clinical negligence - 3 December 2019
9. Damages-Based Agreement – for use other than in a PI or Employment Matter - 3 December 2019
10. Damages-Based Agreement – Employment - 3 December 2019

CONDITIONAL FEE AGREEMENTS

CONDITIONAL FEE AGREEMENTS - Personal Injury

(NWNF = No Win No Fee)

11. NWNF without success fee - 6 October 2020
12. NWNF – without success fee – no charge to client beyond recovered costs - 6 October 2020
13. NWNF – without success fee; charge to client capped at 25% of damages including ATE premium - 6 October 2020
14. NWNF – without success fee; charge to client capped at 25% of damages excluding ATE premium - 6 October 2020
15. NWNF – with success fee - 6 October 2020
16. NWNF – with success fee; all charges to client capped at [25]% of damages including ATE premium - 6 October 2020
17. NWNF – with success fee; all charges to client capped at [25]% of damages excluding ATE premium - 6 October 2020
18. No Win Lower Fee – without success fee – no charge to winning client beyond recovered costs - 6 October 2020
19. No Win Lower Fee – without success fee – charge to winning client capped at 25% of damages including ATE premium - 6 October 2020

- 20. No Win Lower Fee – without success fee – charge to winning client capped - 6 October 2020
at 25% of damages excluding ATE premium
- 21. No Win Lower Fee – with success fee - 6 October 2020
- 22. No Win Lower Fee- with success fee; all charges to winning client capped - 6 October 2020
at 25% of damages including ATE premium
- 23. No Win Lower Fee- with success fee; all charges to winning client capped - 6 October 2020
at 25% of damages excluding ATE premium

CONDITIONAL FEE AGREEMENTS - Clinical Negligence

- 24. No win – no fee (NWNF) without success fee - 16 October 2020
- 25. NWNF – without success fee – no charge to client beyond recovered costs - 16 October 2020
- 26. NWNF – without success fee; charge to client capped at 25% of damages - 16 October 2020
including ATE premium
- 27. NWNF – without success fee; charge to client capped at 25% of damages - 16 October 2020
excluding ATE premium
- 28. NWNF – with success fee - 16 October 2020
- 29. NWNF – with success fee; all charges to client capped at 25% of damages - 16 October 2020
including ATE premium
- 30. NWNF – with success fee; all charges to client capped at 25% of damages - 16 October 2020
excluding ATE premium
- 31. No Win Lower Fee – without success fee - 16 October 2020
no charge to winning client beyond recovered costs
- 32. No Win Lower Fee – without success fee - 16 October 2020
charge to winning client capped at 25% of damages including ATE premium

33. No Win Lower Fee – without success fee - 16 October 2020
charge to winning client capped at 25% of damages excluding ATE premium
34. No Win Lower Fee – with success fee - 16 October 2020
35. No Win Lower Fee- with success fee; - 16 October 2020
all charges to winning client capped at 25% of damages including ATE premium
36. No Win Lower Fee- with success fee; - 16 October 2020
all charges to winning client capped at 25% of damages excluding ATE premium

CONDITIONAL FEE AGREEMENTS - General Civil/Commercial Litigation

37. No Win – No Fee (NWNF) without success fee - 11 November 2020
38. NWNF – without success fee – no charge to client beyond recovered costs - 11 November 2020
39. NWNF – without success fee; - 11 November 2020
charge to client capped at []% of damages including ATE premium
40. NWNF – without success fee; - 11 November 2020
charge to client capped at []% of damages excluding ATE premium
41. NWNF – with success fee - 11 November 2020
42. NWNF – with success fee; - 11 November 2020
all charges to client capped at []% of damages including ATE premium
43. NWNF – with success fee; - 11 November 2020
all charges to client capped at []% of damages excluding ATE premium
44. No Win Lower Fee – without success fee - 11 November 2020
no charge to winning client beyond recovered costs
45. No Win Lower Fee – without success fee - 11 November 2020
charge to winning client capped at []% of damages including ATE premium

- | | |
|---|---------------------|
| 46. No Win Lower Fee – without success fee | - 11 November 2020 |
| charge to winning client capped at []% of damages excluding ATE premium | |
| 47. No Win Lower Fee – with success fee | - 11 November 2020 |
| 48. No Win Lower Fee- with success fee; | - 11 November 2020 |
| all charges to winning client capped at [] of damages including ATE premium | |
| 49. No Win Lower Fee- with success fee; | - 11 November 2020 |
| all charges to winning client capped at [] of damages excluding ATE premium | |
| 50. Contingency Fee Agreement - CICA claims | - [not updated yet] |
| 51. Notes for Solicitors - CICA Claims | - [not updated yet] |

STATUTE BILLS UNDER THE SOLICITORS ACT 1974 AND RELATED MATTERS

Provisional Numbering

- | | |
|--|--------------------------------|
| 52. Example Blank Bill | - 20 October 2020 |
| 53. Fixed recoverable costs: Recoverable Element | - 20 October 2020- new |
| 54. Non-Fixed recoverable costs: Recoverable Element | - 20 October 2020- new |
| 55. Solicitor and Own Client Balance: | - 20 October 2020- new |
| Fixed or Non-Fixed Recoverable Costs Capped | |
| 56. Solicitor and Own Client Balance: | -20 October 2020- new |
| Fixed or Non-Fixed Recoverable Costs Uncapped | |
| 57. Success Fee | - 20 October 2020- new |
| 58. Template Email to Client Re Costs: | - 20 October 2020- new |
| End of Personal Injury Claim: Figures Included | |
| 59. Template Email to Client Re Costs: End of Personal Injury Claim: | - 20 October 2020- new |
| No Figures Included | |
| 60. Single Will | - 11 November 2020- new |
| 61. Mirror Wills | - 11 November 2020– new |

62. Single Power of Attorney	- 11 November 2020– new
63. Pair of Powers of Attorney	- 11 November 2020– new
64. Set of Four Powers of Attorney	- 11 November 2020– new
65. Purchase of Property	- 11 November 2020– new
66. Sale of Property	- 11 November 2020– new
67. Transfer of Equity	- 11 November 2020– new
68. Re-mortgage	- 11 November 2020– new
69. Employment: Settlement Agreement	- 11 November 2020– new

COSTS, NEXT STEPS AND TIMETABLE SCHEDULES

70. Single Will	- 11 November 2020– new
71. Mirror Wills	- 11 November 2020– new
72. Single Lasting Power of Attorney	- 11 November 2020– new
73. Pair of Lasting Powers of Attorney	- 11 November 2020– new
74. Four Lasting Powers of Attorney	- 11 November 2020– new
75. Purchase of Property	- 11 November 2020– new
76. Sale of Property	- 11 November 2020– new
77. Transfer of Equity	- 11 November 2020– new
78. Re-mortgage	- 11 November 2020– new
79. Employment: Settlement Agreement	- 11 November 2020– new

SRA TRANSPARENCY RULES – TEMPLATE COSTS INFORMATION

80. Debt Collection Matters up to £100,000	- 16 December 2020- new
81. Employment Tribunal Work	- 16 December 2020- new
82. Residential Conveyancing	- 16 December 2020- new
83. Administration of Estates	- 16 December 2020- new

TELESALES SCRIPTS

- 84. Lasting Power of Attorney but no Will - 17 November 2020– **new**
- 85. Will in safe but no Lasting Power of Attorney - 17 November 2020– **new**
- 86. Will made with us but no Lasting Power of Attorney - 17 November 2020– **new**

CONDITIONAL FEE ANALYSIS FORMS

- 87. Form 1 – Blank Template - 20 October 2020– **new**
- 88. Form 2 – This assumes 3 hours work at £400.00 per hour plus VAT - 20 October 2020– **new**
- 89. Form 3 – This assumes 3 hours work at £200.00 per hour plus VAT - 20 October 2020– **new**
- 90. Form 4 – This assumes 4 hours work at £400.00 per hour plus VAT - 20 October 2020– **new**
- 91. Form 5 – This assumes 4 hours work at £200.00 per hour plus VAT - 20 October 2020– **new**
- 92. Form 6 – This assumes 10 hours work at £400.00 per hour plus VAT - 20 October 2020– **new**
- 93. Form 7 - This assumes 10 hours work at £200.00 per hour plus VAT - 20 October 2020– **new**

PART 36

- 94. Form N242A: Part 36 Offer - 20 October 2020– **new**

CALDERBANK OFFERS

- 20 October 2020

SPORTS ETC. CLUB POLICIES ETC.

- 95. Safeguarding Children Policy - 29 December 2020 – **new**
- 96. Vulnerable Adults Policy - 30 December 2020 – **new**

PRACTICE MANAGEMENT

- 97. Solicitor Appointing Special Executor - 31 December 2020 – **new**

- 98. Money Laundering Policy - 4 January 2021 – **new**
- 99. Non-Executive Directorship - 18 January 2021

CIVIL PROCEDURE

- 100. Deed of Settlement - 11 January 2021 - **new**

ADVICES

- 2 December 2020– **new**
- 101. Appeals to the Court of Appeal - 2 December 2020
- 102. Infant Approval: No Counsel’s Fee in Fixed Costs Cases - 19 January 2021 – **new**
- 103. Parental Indemnity - 19 January 2021 - **new**
- 104. Product Liability Claims and The Portal - 19 January 2021 – **new**
- 105. Court of Appeal Update - 2 March 2021 – **new**
- 106. CPR 52.30 Update - 2 March 2021 – **new**

KEY CASES

- 200. Herbert v HH Law Limited [2019] EWCA Civ 527 - 2 March 2021 – **new**
- 201. Belsner v Cam Legal Services Limited [2020] EWHC 2755 (QB) - 2 March 2021 – **new**
- 202. Zuberi v Lexlaw Limited [2021] EWCA Civ 16 - 2 March 2021 – **new**

CONSULTATION PAPERS AND REPORTS

- 300. Guideline Hourly Rates - 2 March 2021 – **new**