

# Portia<sup>®</sup>

## Private Family Legal Fees



effective 08 March 2021

*all prices are in NZ dollars and include GST*

## Private Family Matters

### FEE SCHEDULE 1

This schedule covers fees for the following matter types:  
ADPT / COCA / CSPT / CYPF / DSSO / DVA / DVR / MTNC / PTRN / PPPR

Step	Solo	Solo+Us	Classic	Deluxe	Scope	Solo	Solo+Us	Classic	Deluxe
<b>1A</b> <b>One-Off Consult</b> <i>(note: not FDR1 or PRA1)</i>	n/a	n/a	\$300	n/a	Meet with client: explain legal process to the client in plain English and answer questions, take instructions Client will receive a document explaining the process and showing the important steps Meet with client to review the case and plan for the next stage Letter to client explaining where they are in the process and what happens in detail plus any advice			• • • •	
<b>1B<sup>‡</sup></b> <b>Communication</b>	n/a	n/a	\$150	n/a	Take instruction from client* Letter to client outlining their instructions Draft and send letter to other party on behalf of client			• • •	
<b>2A<sup>‡</sup></b> <b>Application/ Defence</b>	\$1,250	\$1,670	\$2,500	\$2,500 \$350/hr	Provide template documents to client Receive self-drafted documents from client and review Meet with client to take instructions and provide advice on client's documents Meet with client to review case and take instructions Letter to client explaining where they are in the process and what happens in detail plus any advice Letter to client outlining their instructions* Make referral(s) to external services (e.g. social services, drug testing agencies) Draft documents for client Send documents to client Draft Interlocutories File documents in Court Serve documents as required Receive minute/orders Report to client	• • • • • •	• • • • • • • • • • • • •	• • • • • • • • • • • •	
<b>2B<sup>‡</sup></b> <b>Additional Application/Defence</b>	n/a	\$300	\$500	n/a	Draft documents for client Send documents to client File documents in Court		•	• • •	

*\*this activity is likely to be combined with the one above*

<sup>‡</sup>this step is repeatable and charged each time it repeats

Step	Solo	Solo+Us	Classic	Deluxe	Scope	Solo	Solo+Us	Classic	Deluxe
<b>3♦ Pre-Hearing</b>	\$2,100	\$2,800	\$4,200	\$4,200 \$350/hr	Receive documents			•	•
					Meet with client: take instructions, review the case and plan for the next stage	•	•	•	•
					Letter to client explaining where they are in the process and what happens in detail plus any advice	•	•	•	•
					Letter to client outlining their instructions*		•	•	•
					Draft documents for client		•	•	•
					Send documents to client		•		
					File documents in Court			•	•
					Serve documents as required			•	•
					Receive minute/orders			•	•
					Report to client			•	•
					Liaise with relevant parties			•	•
					Respond to client correspondence/enquiries			•	•
					Draft Memorandum of Counsel seeking release of s133 Report for the purpose of providing advice	•	•		
					Receive specialist reports*			•	•
					Meet with client to review progress and provide advice on specialist reports	•	•	•	•
					Client will receive a document explaining where they are in the process and what happens in detail	•	•	•	•
Client will receive a letter outlining any further instructions, if required*			•	•					
Attend Court events			•	•					
Prepare and serve/lodge interlocutories if applicable			•	•					
Attend interlocutory hearings if applicable			•	•					
<b>4A‡ Negotiation Settlement Conference/ Roundtable/ Mediation (per half day)</b>	\$1,500	\$2,000	\$3,000	\$3,000 \$350/hr	Meet with client: take instructions, review progress, advise on settlement conf./roundtable/mediation‡	•	•	•	•
					Letter to client explaining where they are in the process and what happens in detail plus any advice	•	•	•	•
					Letter to client outlining their instructions*		•	•	•
					Draft documents for client		•	•	•
					Send documents to client		•		
					File documents in Court			•	•
					Serve documents as required			•	•
					Be available to client by phone during settlement conference/roundtable/mediation	•	•		
					Attend Settlement Conference/roundtable/mediation			•	•
					Provide advice on settlement offer	•	•	•	•
Draft Memorandum of Consent (if applicable)		•	•	•					
Report to client			•	•					

‡this step is repeatable and charged each time it repeats

♦this step expires after 12 months (then it needs to be charged again)

\*this activity is likely to be combined with the one above

Step	Solo	Solo+Us	Classic	Deluxe	Scope	Solo	Solo+Us	Classic	Deluxe
<b>5A<sup>‡</sup></b> <b>Court Attendance</b> Other Court event (per event)	\$500	\$800	\$1,000	\$1,000 \$350/hr	Meet with client: take instructions, review progress, provide advice on court event Letter to client explaining the process and what happens in detail plus any advice Letter to client outlining their instructions* Draft documents for client Send documents to client File documents in Court Serve documents as required Attend Judicial Conference/event Report to client	• •	• • • • •	• • • • • • • •	• • • • • • • •
<b>5B<sup>‡</sup></b> <b>Defended Hearing Preparation</b> (per half day)	\$1,500	\$1,800	\$2,000	\$2,000 \$450/hr	Meet with client: take instructions, review progress, provide advice on defended hearing Undertake research Letter to client explaining where they are in the process plus any advice Letter to client outlining their instructions* Draft documents for client (including bundle, if required) Send documents to client File documents in Court if required Attempt to negotiate if instructed (does not include the cost of any event covered in Step 4A) Prepare written submissions Prepare evidence-in-chief and cross examination Serve witnesses Brief witnesses	• • •	• • • • • •	• • • • • • • • • • • •	• • • • • • • • • • • •
<b>5C<sup>‡</sup></b> <b>Defended Hearing Attendance</b> (per half day)	\$1,000	\$1,340	\$2,000	\$2,000 \$600/hr	Meet with client prior to hearing to take further instructions and provide briefing Attend defended hearing Prepare costs submission if required Advise client about appeal, etc. if appropriate Report to client			• • • • •	• • • • •

<sup>‡</sup>this step is repeatable and charged each time it repeats

\*this activity is likely to be combined with the one above

Private Family Matters

FEE SCHEDULE 2

This schedule covers fees for the following matter types:  
FDR (FLAS) / PRA (PLAS)

Step	Solo	Classic	Deluxe	Scope	Solo	Classic	Deluxe
<b>FDR 1</b>	n/a	\$450	n/a	Explain the FDR process to the client in plain English and answer questions Client will receive a document explaining the process and showing the important steps Letter to client explaining where they are in the process and what happens in detail plus any advice Letter to client outlining their instructions* Set up client in RMS Refer to mediation Make referrals to other agencies as required	n/a	• • • • • •	n/a
<b>FDR Mediation Attendance</b> (per half day)	\$1,500	\$3,000	\$3,000 \$450/hr	Meet with client to review progress and provide advice on settlement conference/roundtable/mediation <sup>†</sup> Letter to client explaining where they are in the process and what happens in detail plus any advice Letter to client outlining their instructions* Attend mediation Be available by phone to attend with client during mediation	• • • •	• • • •	• • • •
<b>FDR 2</b>	\$450	\$600	\$600 \$350/hr	Provide template documents to client Receive self-drafted documents from client and review Meet with client to review mediation and provide advice on client's documents Meet with client to review mediation and take instructions* Letter to client explaining where they are in the process and what happens in detail plus any advice Letter to client outlining their instructions* Draft documents for client Send documents to client Attend Issues Conference** Report to client on Issues Conference	• • • •	• • • • • • • •	• • • • • • • •

*\*this activity is likely to be combined with the one above*  
*\*\* providing s7A COCA applies (this would be charged at hourly rate)*

Step	Simple	Standard	Complex	Scope
<b>PRA 1</b>	\$900	\$1,800	\$2,700 \$450/hr	Gather information for schedule of assets Conduct due diligence for AML/CFT compliance purposes Meet with client: take instructions, explain the PRA mediation process to the client in plain English and answer questions Client will receive a document explaining the process and showing the important steps Letter to client explaining where they are in the process and what happens in detail plus any advice Letter to client outlining their instructions* Refer to mediation Make referrals to other agencies as required
<b>PRA Mediation Attendance</b> (per half day)	\$5,000	\$5,000	\$5,000 \$450/hr	Meet with client: review progress, provide advice on mediation, take further instructions Letter to client explaining where they are in the process and what happens in detail plus any advice Letter to client outlining their instructions* Attend mediation Report to client
<b>PRA 2<sup>Ω</sup></b>	\$1,800	\$2,400	\$3,900 \$450/hr	Review the Heads of Agreement, schedule of assets and supporting documentation Meet with client to discuss mediation and take instructions Negotiate with other party/Counsel as required Provide s21 advice Receive settlement monies into trust account Letter to client summarising advice Letter to client outlining their instructions* Distribute settlement monies as instructed by client

<sup>Ω</sup>applicable only if mediation successful

\*this activity is likely to be combined with the one above

**NOTE: if either party is not willing to mediate (or if litigation is required after mediation) then ask Ops Manger for quote (Premium or Elite rate)**

## Private Family Matters

### FEE SCHEDULE 3

This schedule covers fees for the following matter types:

COA / EPA / WILL

Step	Simple	Standard	Complex	Scope
<b>Contracting-Out Agreement (drafting)</b>	\$1,400	\$2,800	\$350/hr	Meet with client: take instructions and gather information for schedule of assets Explain the process to the client in plain English and answer questions Client will receive a document explaining the process and showing the important steps Letter to client explaining the process and what happens in detail plus any advice Letter to client outlining their instructions* Draft COA Report to client Retain COA in deed safe if required
<b>Contracting-Out Agreement (advice)</b>	\$1,050	\$1,400	\$350/hr	Review COA Explain the process to the client in plain English and answer questions Client will receive a document explaining the process and showing the important steps Letter to client explaining the process and what happens in detail plus any advice Letter to client outlining their instructions*
<b>Enduring Power of Attorney (drafting)</b> <i>per EPA</i>	\$350	n/a	n/a	Meet with client: explain progress and provide advice on enduring power of attorney and take instructions Letter to client explaining the process and what happens in detail plus any advice Letter to client outlining their instructions* Draft EPA Report to client
<b>Enduring Power of Attorney (advice)</b> <i>per EPA</i>	\$350	n/a	n/a	Meet with client: explain progress and provide advice on enduring power of attorney and take instructions Letter to client explaining the process and what happens in detail plus any advice Letter to client outlining their instructions* Provide advice on EPA Report to client
<b>WILL<sup>†</sup></b>	\$545	\$745	\$350/hr	Meet with client to explain the process of making a will and take instructions Letter to client explaining the process and what happens in detail plus any advice Letter to client outlining their instructions* Draft will, arrange for witnessing, store in deed safe

<sup>†</sup>Simple includes simple or mirror wills

*\*this activity is likely to be combined with the one above*