

# Private Fee Schedule



**effective 01 February 2026**  
*all prices are in NZ dollars and include GST*



Portia's Commitment to  
Gender Equality and  
Equitable Access to Justice



‡ this step is repeatable and charged each time it repeats  
*PRICES INCLUDE GOODS AND SERVICES TAX (GST)*

§ this step expires after 12 months and a new fee is charged at that point  
*Prices are accurate as at 01 February 2026*

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

**ADPT/COCA/CYPF/DVA/DVR/PTRN/PPPR**

|                                      |  | <b>Option 1</b><br>Legal guidance for the<br>DIY inclined | <b>Option 2</b><br>Support that saves<br>you money | <b>Option 3</b><br>Full legal service for<br>busy people |
|--------------------------------------|--|---|--|--|
| <b>PRE-APPLICATION</b>               | <b>1A</b><br><b>One-Off Consult</b>  | \$450   | \$450  | \$450  |
|                                      | Explain the legal process to the client in plain English and answer questions<br>Client will receive a document explaining the process and showing the important steps<br>Meet with client to review the case and plan for the next stage<br>Letter to client explaining where they are in the process and what happens in detail plus any advice  |   |  |  |
| <b>PRE-APPLICATION</b>               | <b>1B<sup>‡</sup></b><br><b>Communication</b>  | \$190   | \$190  | \$190  |
|                                      | Letter to client outlining their instructions*<br>Draft letter to other party<br>Conduct preliminary negotiations with other party   |   |  |  |
| <b>APPLICATION/NOTICE OF DEFENCE</b> | <b>2A<sup>‡</sup></b><br><b>1st Application/NOR</b>  | \$850   | Charged hourly                                     | Charged hourly   |
|                                      | Provide template documents to client<br>Receive self-drafted documents from client and review<br>Meet with client to provide advice on client's documents<br>Make referral(s) to external services<br>Letter to client explaining where they are in the process and what happens in detail plus any advice<br>Meet with client to review case and take instructions<br>Letter to client outlining their instructions*<br>Make referral(s) to external services<br>Draft documents for client<br>Send documents to client<br>File documents in Court<br>Serve documents as required<br>Receive minute/orders<br>Report to client<br>Without notice/urgency (additional fee) |   |  |  |
|                                      | <b>2B<sup>‡</sup></b><br><b>Additional Application/NOR</b>   |   | \$200  | \$600  |

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**ADPT/COCA/CYPF/DVA/DVR/PTRN/PPPR**

|                    |  | <b>Option 1</b><br>Legal guidance for the DIY inclined  | <b>Option 2</b><br>Support that saves you money   | <b>Option 3</b><br>Full legal service for busy people |         |
|--------------------|--|---|---|---|---------|
| <b>PRE-HEARING</b> | <b>3<sup>§</sup></b><br><b>Pre-Hearing Matters</b> | <ul style="list-style-type: none"> <li>Receive documents</li> <li>Meet with client to review the case and plan for the next stage</li> <li>Letter to client explaining process and what happens in detail plus any advice</li> <li>Letter to client outlining their instructions*</li> <li>Draft documents for client</li> <li>Send documents to client</li> <li>File documents in Court</li> <li>Serve documents as required</li> <li>Receive minute/orders</li> <li>Report to client</li> <li>Liaise with relevant parties</li> <li>Receive specialist reports*</li> <li>Meet with client to review progress and provide advice on specialist reports</li> <li>Letter to client explaining process, next steps plus any advice</li> <li>Client will receive a letter outlining any further instructions, if required*</li> <li>Attend Court events</li> <li>Prepare and serve/lodge interlocutories if applicable</li> <li>Attend interlocutory hearings if applicable</li> </ul> | \$600   | \$1,900   | \$5,100 |
|                    | <b>NEGOTIATION</b>                                 | <b>4A<sup>‡</sup></b><br><b>Judicial Event</b><br>Stlmt Conf./Rndtable<br><i>(time greater than 3 hrs billable at hourly rate)</i>  | <ul style="list-style-type: none"> <li>Meet with client to review progress and provide advice on settlement conference/roundtable/mediation</li> <li>Letter to client explaining where they are in the process, next steps, plus any advice</li> <li>Letter to client outlining their instructions*</li> <li>Draft documents for client</li> <li>Send documents to client</li> <li>File documents in Court</li> <li>Serve documents as required</li> <li>Attend settlement conference/roundtable/mediation</li> <li>Report to client</li> </ul> | \$500   | \$1,000 |

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| ADPT/COCA/CYPF/DVA/DVR/PTRN/PPPR |   | Option 1  | Option 2   | Option 3  | Variable Hourly Rate   |                                   |                  |                  |           |                  |                 |           |       |
|----------------------------------|---|---|--|---|--|-----------------------------------|------------------|------------------|-----------|------------------|-----------------|-----------|-------|
|                                  |   | Legal guidance for the DIY inclined   | Support that saves you money   | Full legal service for busy people                    |  |                                   |                  |                  |           |                  |                 |           |       |
| NEGOTIATION                      | <b>4B†</b><br><b>Judicial Event</b><br>Other<br><i>(time greater than 1 hr billable at hourly rate)</i> | Meet client to review progress and provide advice on event<br>Letter to client updating situation and advice<br>Letter to client outlining their instructions*<br>Draft documents for client<br>Send documents to client<br>File documents in Court<br>Serve documents as required<br>Attend judicial event<br>Report to client | \$300  | \$600   | \$1,200  |                                   |                  |                  |           |                  |                 |           |       |
|                                  |   | <b>5A†</b><br><b>Preparation</b>  | Meet client to review progress and provide advice on hearing<br>Letter to client updating situation and advice<br>Letter to client outlining their instructions*<br>Draft & send documents to client (including bundle)<br>File documents in Court if required<br>Send bundle to other Counsel/other party if required<br>Prepare costs submission /send docs to client<br>File documents in Court if required<br>Report to client | \$600   | \$1,100  | No fixed fee available<br>See --> | Principal Lawyer | Senior Associate | Associate | Senior Solicitor | Staff Solicitor | Law Clerk |       |
|                                  |   |   | <b>5B†</b><br><b>Court Attendance</b>  | Attend defended hearing                               |  |                                   | \$500            | \$520            | \$460     | \$460            | \$400           | \$345     | \$180 |
|                                  |   |   |  | <b>5C†</b><br><b>Post-Court</b><br><i>(per event)</i> | Prepare costs submission /send docs to client if required<br>File documents in Court if required<br>Report to client |                                   |                  | \$500            | \$800     |                  |                 |           |       |

| Mediation Advice (Private) |                                       | Option 1   | Option 2                     | Option 3                           |       |
|----------------------------|---------------------------------------|--|------------------------------|------------------------------------|-------|
|                            |                                       | Legal guidance for the DIY inclined  | Support that saves you money | Full legal service for busy people |       |
| FLAS (PVT)                 | <b>FDR 1</b><br><b>Pre-Mediation</b>  | Explain the legal process to the client in plain English and answer questions<br>Client will receive a document explaining the process and showing the important steps<br>Meet with client to review the case and plan for the next stage<br>Make referral to alternative dispute resolution provider (note the ADR will charge a fee)<br>Letter to client explaining the process and what happens in detail plus any advice |                              |                                    | \$450 |
|                            | <b>FDR 2</b><br><b>Mediation</b>      | Lawyer available for telephone advice during mediation (exclusive availability fee)  |                              |                                    | \$450 |
|                            | <b>FDR 3</b><br><b>Post-Mediation</b> | Meet with client after mediation to discuss options<br>Letter to client explaining where they are in the process and what happens in detail plus any advice  |                              |                                    | \$450 |

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Private Family Fixed-Fee Schedule 01-FEB-26 v3.4

| RELATIONSHIP PROPERTY | Relationship Property (Mediation track)                  |   | Option 1                            | Option 2                                   | Option 3                           |
|-----------------------|--|---|-------------------------------------|--|------------------------------------|
|                       |  |   | Legal guidance for the DIY inclined | Partial legal support that saves you money | Full legal service for busy people |
| RELATIONSHIP PROPERTY | <b>PRA 1</b>   | Explain the legal process to the client in plain English and answer questions<br>Client will receive a document explaining the process and showing the important steps<br>Meet with client to review the case and plan for the next stage<br>Letter to client explaining where they are in the process and what happens in detail plus any advice<br>Letter to client outlining their instructions*<br>Draft letter to other party<br>Conduct preliminary negotiations with other party<br>Make referral to alternate dispute resolution provider | \$550                               | \$950                                      | \$1,650                            |
|                       | <b>PRA 2<br/>Mediation Attendance<br/>(per half day)</b> | Meet with client to review progress and provide advice on settlement conference/roundtable/mediation<br>Letter to client explaining where they are in the process and what happens in detail plus any advice<br>Letter to client outlining their instructions*<br>Draft documents for client<br>Send documents to client<br>File documents in Court<br>Serve documents as required<br>Attend settlement conference/roundtable/mediation<br>Report to client   | \$700                               | \$1,600                                    | \$3,300                            |

| RELATIONSHIP PROPERTY                                     | Relationship Property (Litigation track)/Will/EPOA |   |  | Variable Hourly Rate                           |                  |                  |           |                  |                 |           |
|---|--|---|--|--|------------------|------------------|-----------|------------------|-----------------|-----------|
|   |  | Option 1<br>Legal guidance for the DIY inclined | Option 2<br>Support that saves you money | Option 3<br>Full legal service for busy people |                  |                  |           |                  |                 |           |
| <b>Scoping Meeting</b><br>Assess eligibility for JustFund |  |   |  | Free   |                  |                  |           |                  |                 |           |
| <b>Contracting-Out Agreement</b><br>Advice                |  |   |  | No fixed fee available<br>See -->              | Principal Lawyer | Senior Associate | Associate | Senior Solicitor | Staff Solicitor | Law Clerk |
| <b>Contracting-Out Agreement</b><br>Drafting              |  |   |  |  |                  |                  |           |                  |                 |           |
| <b>Power of Attorney</b><br>Advice                        |  |   |  |  |                  |                  |           |                  |                 |           |
| <b>Power of Attorney</b><br>Drafting                      |  |   |  |  |                  |                  |           |                  |                 |           |
| <b>Will</b><br>Advice & Drafting                          |  |   |  |  |                  |                  |           |                  |                 |           |
| <b>Preparation for and Attendance at Court</b>            |  |   |  |  |                  |                  |           |                  |                 |           |
|   |  |   |  |  |                  |                  |           |                  |                 |           |

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| EMPLOYMENT                            | EMPLOYMENT (Litigation track)   |   | Option 1                            | Option 2                     | Option 3   |  |  |  |  |  |  |
|---------------------------------------|---|---|-------------------------------------|------------------------------|--|--|--|--|--|--|--|
|                                       |   |   | Legal guidance for the DIY inclined | Support that saves you money | Full legal service for busy people   |  |  |  |  |  |  |
|                                       | <b>Pre-Mediation</b>  | Explain the legal process and answer questions<br>Explain the process and important steps<br>Meet with client to establish facts and plan response<br>Letter to client outlining their instructions, confirming advice and next steps<br>Draft letter to other party<br>Conduct preliminary negotiations with other party | \$550                               | \$800                        | \$2,000  |  |  |  |  |  |  |
|                                       | <b>Mediation</b>  | Meet with client to review progress and provide advice on potential settlement<br>Letter to client outlining their instructions, confirming advice and next steps<br>Draft documents for client<br>Send documents to client<br>Attend mediation<br>Report to client   | \$700                               | \$1,600                      | \$2,500  |  |  |  |  |  |  |
|                                       | <b>Preparation and attendance</b><br>(maximum 1 day)  | Additional fee per half day if over 3 hrs   |                                     |                              | \$1,400  |  |  |  |  |  |  |
| <b>Employment Relations Authority</b> | Advise on legal strategy and merits<br>Prepare statements and evidence<br>Represent client at pre-ERA events<br>Represent client in ERA Tribunal      |   |                                     |                              | <b>Variable Hourly Rate</b><br>Principal Lawyer \$520<br>Senior Associate \$460<br>Associate \$460<br>Senior Solicitor \$400<br>Staff Solicitor \$345<br>Law Clerk \$180 |  |  |  |  |  |  |
| <b>Employment Court/ Appeal</b>       | Advise on legal strategy and merits<br>Prepare statements and evidence<br>Represent client at judicial events<br>Represent client in Employment Court |   |                                     |                              |  |  |  |  |  |  |  |
|                                       |   |   |                                     |                              | <b>No fixed fee available</b><br>See -->   |  |  |  |  |  |  |

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