

**Portia**<sup>®</sup>  
the Evolution of Law

# 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



<b>ADPT/COCA/CYPF/DVA/DVR/PTRN/PPPR</b>		<b>Option 1</b> Legal guidance for the DIY inclined	<b>Option 2</b> Support that saves you money	<b>Option 3</b> Full legal service for busy people
<b>PRE-APPLICATION</b>	<b>1A</b> <b>One-Off Consult</b>	<b>\$450</b>	<b>\$450</b>	<b>\$450</b>
	Explain the legal process to the client in plain English and answer questions 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>APPLICATION/NOTICE OF DEFENCE</b>	<b>1B<sup>‡</sup></b> <b>Communication</b>	<b>\$190</b>	<b>\$190</b>	<b>\$190</b>
	Letter to client outlining their instructions* Draft letter to other party Conduct preliminary negotiations with other party		<b>Charged hourly</b>	<b>Charged hourly</b>
<b>APPLICATION/NOTICE OF DEFENCE</b>	<b>2A<sup>‡</sup></b> <b>1st Application/NOR</b>	<b>\$850</b>		
	Provide template documents to client Receive self-drafted documents from client and review Meet with client to provide advice on client's documents Make referral(s) to external services Letter to client explaining where they are in the process and what happens in detail plus any advice Meet with client to review case and take instructions Letter to client outlining their instructions* Make referral(s) to external services Draft documents for client Send documents to client File documents in Court Serve documents as required Receive minute/orders Report to client Without notice/urgency (additional fee)		<b>\$1,200</b>	<b>\$2,500</b>
	<b>2B<sup>‡</sup></b> <b>Additional Application/NOR</b>		<b>\$200</b>	<b>\$600</b>
Drafting and filing additional Application/Notice of Response			<b>\$200</b>	<b>\$600</b>

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

PRICES INCLUDE GOODS AND SERVICES TAX (GST)

<sup>§</sup> 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

Private Family Fixed-Fee Schedule 24-APR-26 v3.5

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

		<b>Option 1</b> Legal guidance for the DIY inclined	<b>Option 2</b> Support that saves you money	<b>Option 3</b> Full legal service for busy people
<b>PRE-HEARING</b>	<p><b>3<sup>§</sup></b> <b>Pre-Hearing Matters</b></p> <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 to Case Management Reviews</li> <li>Prepare and serve/lodge interlocutories if applicable</li> <li>Attend interlocutory hearings if applicable</li> </ul>	\$600	\$1,900	\$5,100
		\$500	\$500	
<b>NEGOTIATION</b>	<p><b>4A<sup>‡</sup></b> <b>Judicial Event</b> Stlmt Conf./Rndtable <i>(time greater than 3 hrs billable at hourly rate)</i></p> <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	\$3,000

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ADPT/COCA/CYPF/DVA/DVR/PTRN/PPPR		Option 1	Option 2	Option 3							
		Legal guidance for the DIY inclined	Support that saves you money	Full legal service for busy people							
NEGOTIATION	<b>4B†</b> <b>Judicial Event</b> Other <i>(time greater than 1 hr billable at hourly rate)</i>	Meet client to review progress and provide advice on event Letter to client updating situation and advice	\$300			<b>Variable Hourly Rate</b> Principal Lawyer \$520 Senior Associate \$460 Associate \$460 Senior Solicitor \$400 Staff Solicitor \$345 Law Clerk \$180					
		Letter to client outlining their instructions* Draft documents for client Send documents to client		\$600							
		File documents in Court Serve documents as required Attend judicial event Report to client			\$1,200						
DEFENDED HEARING	<b>5A†</b> <b>Preparation</b>	Meet client to review progress and provide advice on hearing Letter to client updating situation and advice Letter to client outlining their instructions* Draft & send documents to client (including bundle) File documents in Court if required Send bundle to other Counsel/other party if required Prepare costs submission /send docs to client File documents in Court if required Report to client	\$600	\$1,100	No fixed fee available See -->						
				\$500							
	<b>5B†</b> <b>Court Attendance</b>	Attend defended hearing									
	<b>5C†</b> <b>Post-Court</b> <i>(per event)</i>	Prepare costs submission /send docs to client if required File documents in Court if required 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> <b>Pre-Mediation</b>	Explain the legal process to the client in plain English and answer questions 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 Make referral to alternative dispute resolution provider (note the ADR will charge a fee) Letter to client explaining the process and what happens in detail plus any advice			\$450
	<b>FDR 2</b> <b>Mediation</b>	Lawyer available for telephone advice during mediation (exclusive availability fee)			\$450
	<b>FDR 3</b> <b>Post-Mediation</b>	Meet with client after mediation to discuss options 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 24-APR-26 v3.5

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 Pre-Mediation</b> Explain the legal process to the client in plain English and answer questions 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 Letter to client outlining their instructions* Draft letter to other party Conduct preliminary negotiations with other party Make referral to alternate dispute resolution provider	\$550	\$950	\$1,650
	<b>PRA 2<sup>‡</sup> Mediation Attendance (per half day)</b> Meet with client to review progress and provide advice on settlement conference/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 Attend settlement conference/roundtable/mediation Report to client	\$700	\$1,600	\$3,300

Relationship Property (Litigation track)/Will/EPOA		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	
RELATIONSHIP PROPERTY	<b>Scoping Meeting</b> Assess eligibility for JustFund			Free	
	<b>Contracting-Out Agreement</b> Advice			No fixed fee available See -->	Principal Lawyer \$520 Senior Associate \$460 Associate \$460 Senior Solicitor \$400 Staff Solicitor \$345 Law Clerk \$180
	<b>Contracting-Out Agreement</b> Drafting				
	<b>Power of Attorney</b> Advice				
	<b>Power of Attorney</b> Drafting				
	<b>Will</b> 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>EM1 Pre-Mediation</b>	Explain the legal process and answer questions Explain the process and important steps Meet with client to establish facts and plan response Letter to client outlining their instructions, confirming advice and next steps Draft letter to other party Conduct preliminary negotiations with other party	\$550	\$800	\$2,000											
	<b>EM2 Mediation</b>	Meet with client to review progress and provide advice on potential settlement Letter to client outlining their instructions, confirming advice and next steps Draft documents for client Send documents to client Attend mediation Report to client	\$700	\$1,600	\$2,500											
	Preparation and attendance for up to one day	Additional fee per half day <sup>‡</sup>			\$1,400											
<b>Employment Relations Authority</b>	Advise on legal strategy and merits Prepare statements and evidence Represent client at pre-ERA events Represent client in ERA Tribunal			No fixed fee available See -->												
<b>Employment Court/ Appeal</b>	Advise on legal strategy and merits Prepare statements and evidence Represent client at judicial events Represent client in Employment Court															
					<b>Variable Hourly Rate</b>											
					Principal Lawyer	Senior Associate	Associate	Senior Solicitor	Staff Solicitor	Law Clerk	\$520	\$460	\$460	\$400	\$345	\$180

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