

# Family Law

## Fixed Fee Guide



**2022**  
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# What areas of work can we offer under a fixed fee?

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We offer advice and a range of services in relation to all areas of family law including:-

- Adoption
- Change of Name Deeds
- Care Proceedings
- Civil Partnerships
- Cohabitee Disputes
- Domestic Abuse
- Grandparents' rights
- Pre-Nuptial Arrangements
- Parental responsibility
- Parental abduction
- Financial Matters
- Divorce/Separation
- Injunctions/Non-Molestation
- Specific Issue Orders
- Prohibited Steps Orders

We will check whether legal aid is still available for your case but if not then we may be able to offer a fixed fee service.

# What is a fixed fee?

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A fixed fee is exactly what it sounds like. We will agree to undertake a specific piece of work at a fixed price. We will agree with you what we will do and fix the price.

Any legal issue involving your family or a relationship breakdown is stressful and can be an expensive experience. We aim to provide our clients with certainty on costs so wherever possible we will offer a fixed fee.

Our fixed fees are aimed at keeping the strain that our clients face to a minimum. Our clients can have the certainty of knowing exactly how much their costs are.

Not all work is suitable for a fixed fee and if this applies to your case we will advise you accordingly. In these cases then we will be able to give an estimate of our fee and we will not exceed this estimate without your agreement.

# How does the fixed fee work?

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Your case will be considered by one of our experienced staff. We will then agree the action that we will take and provide the fee that will be charged. We can offer a fixed fee for different stages of your case and you can purchase all or some stages to suit your individual needs or a package to deal with the whole of your case.

Unlike other firms you do not need to instruct us to deal with your whole case but can purchase legal advice for certain stages which you find difficult to deal with.

We can offer a fixed fee to deal with all aspects of your case, including Court proceedings. You can limit your costs up to the stage that is purchased and then you have the choice whether or not to purchase the next stage. You have the control over how much your costs are.

There are always occasions when the unexpected occurs and additional work is required. We will tell you immediately if this happens and no further cost is incurred until a further fee agreement is agreed.

Variations from the fixed fee can also occur if the work needed changes significantly. Your solicitor will consider the change and impact on your case. If the change means that the work required falls outside your agreed action you will be notified in writing and given the option of a new fee arrangement.

## Financial Settlements

All finance work will be undertaken at an hourly rate only.

Hourly rates are set out within the general section.

# Fees

General	Fee	VAT	Total
Initial consultation and assessment of case with a solicitor/head of department and a letter to the otherside	£250	£50	£300
Initial consultation and assessment of case with a trainee solicitor and a letter to the otherside.	£200	£40	£240
Initial consultation and assessment of case with a Paralegal and a letter to the otherside.	£180	£36	£200
Change of name deed - Adult Only	£100	£20	£120
Change of name deed - Child Only	£100	£20	£120

Injunction/Protection	Fee	VAT	Total
Preparation of non-molestation/occupation application & supporting documents up to & including lodgement at court.	£500	£100	£600
Representation without notice hearing.	£400	£80	£480
Representation at a return date.	£400	£80	£480
Representation at final hearing.	£TBC	£TBC	£TBC
First consultation including considering papers (Respondent).	£300	£60	£360

Divorce/Separation	Fee	VAT	Disbursements	Total
Divorce -Petitioner - Uncontested	£400	£80	£550	£1030
Divorce - Respondent - Uncontested	£200	£40		£240
Dissolution of Civil Partnership	£400	£80	£550	£1030

# Meet the Team

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## **Jannine Jenkins - Head of department**

Jannine graduated from Bolton University in 2002 with a BA Hons degree in law and psychology. She then completed the GDL through the College of Law and completed this in 2005. Jannine then completed her LPC at the College of Law, Chester and completed this course in 2008. Jannine qualified as a Solicitor in 2008.

Jannine joined the firm in May 2019 and has 13 years experience in family law with a particular interest in children matters including private and public law. Jannine also deals with divorce and financial settlements arising from divorce or separation.



## **Anna-Mei Streather - Trainee Solicitor**

Anna joined the family team in 2021 as a paralegal. Since graduating from university, Anna has worked in the banking and charity sectors. Anna has accepted a training contract and is now a trainee solicitor.





### **Tracy Morgan - Partner**

Tracy is an experienced crime practitioner and managing partner of the firm. In 2021, Tracy joined the family team to assist the growing department. Tracy runs a mixed case load of care cases and private law.



### **Olivia Farrell - Assistant Paralegal**

Olivia started the firm in 2019 as an apprentice legal assistant working in the criminal department. She transferred to the family department in 2021 and has recently become an assistant paralegal to Anna-Mei Streather.



### **Courtney Cavanagh - Assistant Paralegal**

Courtney joined the firm in January 2016 as an administration assistant and has now progressed to a family assistant after passing the Typaz Professional course with a distinction. Courtney also has a level 2 NVQ in Business and Administration and is working towards level 3.

Courtney is a valuable member of the family team as she provides secretarial support to the department and also assists with the administration. Courtney also attends court to support clients when this is required.





### **Cheryl Quilliam - Legal Assistant**

Cheryl started working for Levins Solicitors in 2017 originally as front of house receptionist, then moving to the family department as a legal assistant.

Cheryl supports the fee earners and also assists with the administration duties. Cheryl also attends Court to support clients and Counsel when required.



### **Dan Holliman - Assistant Paralegal**

Dan joined the crime team in 2021. In 2022, he began assisting Tracy Morgan in the family team as an assistant paralegal. Daniel graduated from Liverpool John Moores University in June 2021 with a Law LLB (Hons).

He has a keen interest in criminal law, having studied various modules at university including rules of evidence, sexual offences and property offences.

He takes pride in assisting clients with their queries and helping the team with matters in the magistrates and crown court.

## How to contact us:

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**Our phone number -**  
0151 480 5777

**Our email -**  
[family@levinslaw.co.uk](mailto:family@levinslaw.co.uk)

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