



## ATTORNEY AND CLIENT TARIFF SCALE 2024

**Magistrate's Court (Regional/District)/High Court/Labour Court/CCMA/Criminal Court/Supreme Court of Appeal/Constitutional Court/Small Claims Court**

**DIRECTOR'S HOURLY RATE FOR PROFESSIONAL FEES RENDERED: R1800-00 per hour (subject to an increase of 5% annually).**

**AFTER HOURS BILLED ON AN HOURLY RATE OF R2000-00 per hour**

\* Items are calculated in terms of the time required for each process.

**\* *Disbursements*, including but not limited to Advocate fees, Correspondent accounts, parking fees: *Actual costs thereof.***

**\* *Correspondent allowance*: 1/3 allowance on all matters.**

ITEM	DESCRIPTION	AMOUNT
1.	CONSULTATIONS	R500-00
2.	OPENING FILE AND FICA COMPLIANCE	R500-00
3.	PAYMENT VERIFICATION - THIRD PARTIES & PAYMENT VERIFICATION - CLIENT (CLIENT ONLY PAYS THIS FEE SHOULD THE CLIENT INTEND TO CHANGE BANKING DETAILS)	R250-00
4.	PERUSING FEE PER PAGE	R20-00
5.	RECEIVING CORRESPONDENCE, INCLUDING PERUSING, (IF LESS THAN 100 WORDS). IF MORE THAN 100 WORDS – HOURLY RATE.	R100-00
6.	SENDING CORRESPONDENCE (IF LESS THAN 100 WORDS). IF MORE THAN 100 WORDS – HOURLY RATE.	R100-00
7.	DRAFTING FORMAL CORRESPONDENCE AND ATTENDING TO TRANSMISSION THEREOF (IF LESS THAN 100 WORDS). IF MORE THAN 100 WORDS – HOURLY RATE.	R150-00
8.	TELEPHONE CONVERSATIONS AND DISCUSSIONS (LESS THAN 10 MINUTES)	R100-00

CLIENT INITIAL: \_\_\_\_\_

9.	TELEPHONE CONVERSATIONS AND DISCUSSIONS (MORE THAN 10 MINUTES)	HOURLY RATE
10.	COPIES	R5 PER PAGE
11.	SCANNING OR PRINTING OF DOCUMENTS (IF MORE THAN 5 MINUTES)	HOURLY RATE
12.	TRACES AND SEARCHES (EXCLUSIVE OF DISBURSEMENTS INCURRED TO TRACE)	R250 PER TRACE
13.	TRAVEL	R5 PER KM
14.	TRAVEL TIME	HOURLY RATE
15.	WAITING AT COURT	HOURLY RATE
16.	PARKING	ACTUAL EXPENSE INCURRED
17.	DRAFTING NOTICES	R250-00 PER NOTICE
18.	DRAFTING COMBINED SUMMONS	R250-00
19.	DRAFTING PARTICULARS OF CLAIM	HOURLY RATE
20.	DRAFTING PLEA	HOURLY RATE
21.	DRAFTING AFFIDAVITS	HOURLY RATE
22.	APPEARANCES IN MATTERS	HOURLY RATE
23.	DRAFTING VARIOUS AGREEMENTS, LEASES, ACKNOWLEDGEMENT OF DEBTS, SURETYSHIPS, LEGAL OPINIONS, COMPLIANCE REPORTS AND MANUALS	HOURLY RATE
24.	ALL OTHER ATTENDANCES NOT MENTIONED ABOVE	HOURLY RATE

**NOTARIAL LEGAL SERVICES** *(take note that disbursements incurred will be added to fee charged, for example, Deeds Office fees)*

ITEM	DESCRIPTION	AMOUNT
1.	Antenuptial Contract without accrual	R2500-00
2.	Antenuptial Contract with accrual	R3000-00
3.	Apostille Certificates	R2000-00
4.	Notarial certification of documents	R1500-00 for 1 <sup>st</sup> page Additional page after first page – R100 per page
5.	Notarial attestation of identity and signature	R1500-00
6.	Notarial Servitudes, Noting, Lapsing	R4000-00
7.	Notarial leases	R4000-00
8.	FREE DRAFTING OF WILLS t&c apply	3.5% executor's fee and our firm to be appointed as executor & 6% on income accrued/collected after death of deceased
9.	Notarial Bonds	R4000-00

CLIENT INITIAL: \_\_\_\_\_