

ITALY FEES AND CHARGES - January 2023

Guideline for charges to foreign Clients



HOW WE WORK

Before we undertake representation, an agreement is reached and entered with the Client.

PRELIMINARY FULFILLMENTS

Before carrying out any activity, we are required to comply with the legal obligations for privacy and anti-money laundering measures, verifying each new client and acquiring a copy of an ID document.

TEAM WORK

Client is not involved in the complexity behind the scene: we distinguish in avoiding unnecessary communication and explanations to different lawyers: Client needs only to interact with the assigned contact person, who is in charge of managing all activities on behalf of the Client.

Lawyers and consultants constantly share knowledge and experience, and temporary teams are often formed to provide Clients with custom services as per their specific requirements. Thus while Clients may often face one lawyer only, in fact we as a whole are put at their disposal.

To raise efficiency, lawyers handling cases are assisted by paralegals and secretaries.

PROMPT RESPONSE

Client enquiries are promptly dealt with to avoid unnecessary delays. Lawyers are often made available at short notice to handle cases of emergency.

In such urgent cases Clients can benefit from our elaborate database of legal documents, and our nation-wide reach through the various members.

We understand that time is often of the utmost importance, and we are well-prepared to follow up on Clients' instructions without delay.

HOW TO ENTRUST US

Clients who wish to entrust us may get in touch with their usual contact, or alternatively may prefer to approach our front-line partner, who will help you to identify the most appropriate lawyers to handle the subject.

Entrustment of our Firm will be finalized through the signing of a contract for legal services, or confirmation in writing of relevant instructions.

CONFIDENTIALITY AND STORAGE OF FILES

We maintain a policy of strict confidentiality for Client documents.

Upon completion of an entrustment, subject to the date of issuance of the final debit note, the Firm will keep Client documents in safe storage for one year, with access limited to the Client or his representative after a request in writing.

After expiry of the one-year term, all documents relating to the entrustment will be destroyed.

FRONT-LINE DESK AND FIRST CONTACT

Quality of services is of primary concern to our Clients: English is the main language used for business cases, but we have established a front-line Desk to provide direct assistance in maintaining strong and fluent relationships with Clients in English, French, German, Spanish and Italian.

HOW WE CHARGE

We maintain a flexible charging policy, as we believe in adapting to a specific situation or Clients' needs.

In each case the criteria of charging shall be negotiated and agreed upon with the Clients according to the local bar rules.

Lawyer fees do not include neither disbursements nor taxes, which shall be charged at cost basis.

With the exception of disbursements, all fees are subject to a 2% legal protection contribution and a 18% secretarial expense on top of them.

OFFICIAL PROFESSIONAL FEES FOR ITALY

Unless a different estimation or agreement in writing is done with the client, compensation of legal profession is based on parameters for extra-judicial and judicial activities set by the Decree No. 55 dated March 10th, 2014 of the Ministry of Justice, in its consolidated version at the time activities are done.

This decree sets the parameters for liquidation of fees in remuneration for the legal profession for judicial assistance and some extra-judicial activities.

In-court assistance

For in-court assistance, our base fees are set for each phase of the process. Any activities not strictly pertaining to the court process is charged separately.

Out-of-court assistance

If a proper lump sum estimation is not suitable, out hourly fees are applicable.

On issues and cases over € 520,000, our assistance is subject to an additional integrative charge based on the percentages set by the Ministerial Decree no. 55/2014, to be netted-off by the hourly charges already charged as advance payment.

HOURLY BASE FEES

Our most common way of charging is to collect lawyer fees from Clients based the effective working time spent by each lawyer multiplied by his or her prescribed hourly rate.

Where appropriate, we advise the Client of the estimated working time and cost in advance.

If during the course of handling a case the actual time spent is in considerable excess to the estimated time, the Client will be promptly notified.

When hourly fees are charged, clients are billed by the hour (measured in intervals of tenths) with time being currently billed at the following rates:

- €390.00 per hour for Senior Lawyer
- €340.00 per hour for Of Counsel
- €315.00 per hour for Senior Associate
- €235.00 per hour for Associate
- €160.00 per hour for Senior Paralegal
- € 95.00 per hour for Law Clerk
- € 75.00 per hour for Legal Assistant

For court time rates are subject to a 20% increase.

When the client requires assistance during night (from 8:00PM till 8:00AM local time), week-end or holiday time (saturday, sunday, holidays and august) all rates are subject to a 50% increase.

In the case of transfers, requested or made on behalf of the Client, transfer times are counted only by 50%. For assistance abroad, a further increase of 30% applies.



LUMP SUM

For certain cases, we will agree to charge on lump-sum basis (flat fee), in way of a fixed amount for providing all services within an agreed scope.

Charges will be limited to the agreed fixed amount, except for disbursements and in the case of extraordinary circumstances which could not be foreseen in advance.

The specific amount shall be agreed with the Client, mainly with reference to the following:

- Time to be spent on the case;
- Amount of money or value involved;
- Complexity and difficulty of the case;
- Urgency of the case.

CONTINGENCY FEE

In some cases, we will agree to a working on retainer plus contingency basis, with part of the payment conditional upon the successful outcome of the case.

The contingency fee, for example as a sum of the amount under dispute, will reflect the size, complexity and difficulty of the case, as well as the time to be spent by lawyers. Disbursements for costs are excluded from the contingency arrangement.

CONTRIBUTION CHARGES BY LAW

As far as Italy is concerned, an additional 4% CPA (contribution) is charged by law on any fees and charges with the only exception of disbursements.

RETAINER FEE

A retainer can be agreed to cover anticipated lawyer fees for advice and assistance for general legal matters related to a company's normal business activities, such as forming contractual relations and hiring employees. Under a Retainer Contract, Clients pay for a fixed number of hours to cover time spent by lawyers on their instruction from time to time within a fixed period (usually one year). Most of our firm's retainer fees vary in the range from €2000 to €15000, depending on the matter and the type of representation needed.

DISBURSEMENTS

Disbursements such as official charges, translations, notary costs, certificates, authorizations, copies, duplicates, apostille and legalization of documents, domiciliation, notification, investigation, travel and other expenses, are never included in lawyer fees and will be charged separately on cost basis even under the lump sum (flat fee) scheme. A prior estimation of max. disbursement amount can be done upon request; otherwise, where disbursements for one item exceed €500 (Euro five-hundred), the Client will be asked for confirmation before making such expense.