

OUR SERVICE DELIVERY COMMITMENTS

SERVICE OFFERED	REQUIREMENT(S) FROM CLIENT	COST	DURATION
Enquiries 1) Walk-ins & Calls 2) Emails& Letters	Case No., Queries	Free	Immediately
	Email/letter	Free	24hrs
Advisory services on tribunal practices and procedures	Relevant documents or information.	Free	Immediately
Assessment of fees and registration of pleadings/documents.	A complete set of pleadings/documents.	Liquidated Claim (Principal Amount Claimed-6000) x 2% +780+100 <i>Filling fees does not exceed Kshs. 70,000</i>	5 minutes
		Un-liquidated claim- Kshs. 1,000 per prayer	5 minutes
	List of documents	Kshs.50+ Kshs.10 per annexure	5minutes
	Memorandum of appearance	Kshs 50	5 minutes
	Notice of admission/Defense	Kshs 50	5 minutes
	Certificate of urgency	Kshs.50	5minutes
	Applications	Kshs.300	5 minutes
	Affidavits	Kshs 50	5 minutes
	Notice of appointment	Kshs 50	5 minutes
	List of witnesses	Kshs.50+10per witness listed	5 minutes
	Witness statement	Kshs 50	5 minutes
	Witness summons	Free	One day
	Notice of change of advocate	Kshs 75	5 minutes
	Notice to act in person	Kshs 75	5 minutes
	Preliminary objection	Kshs 75	5 minutes
	List of authorities	Kshs.50+ Kshs.10 per authority	5 minutes
	Submissions	Kshs 75	5 minutes
	Request for judgment	Kshs 100	5 minutes
	Orders	Kshs 100	5 minutes

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	Consent	Kshs 100	5 minutes
	Mention date request	Kshs 100	5 minutes
	Tribunal adjournment fees(TAF)	Kshs 300	5 minutes
	Bill of cost	Kshs 375	5 minutes
	Appeals	Kshs 1,500	5 minutes
	Surcharges filed by the Commissioner	Free	5 minutes
Perusal	Letter of request	Kshs. 30	5 minutes
Directions and/or hearing of applications 1.Ex-parte 2.interparte	Relevant application.	Free	At 2:30pm if filed before 12:30pm, if filed later, the following day.
			Within 60days
Delivery of rulings on applications	Attendance	Free	Within 30days from the conclusion of the hearing
Entry of Ex-parte Judgment	Affidavit of service Original summons Letter requesting judgment	Kshs. 150	1 day
Giving of hearing and mention dates	Production of invitation letter	Free	10 minutes
Preparation of cause list	Date taken	Free	Seven days prior
Hearing and determinations of claims/appeals	Pleadings and documents filed and exchanged Parties notified	Free	Within 6 months
Taxation / assessment of costs	Letter of request or bill of costs	Free	Contested 30 days Uncontested 1 day
Issuance of decrees	Presentation of draft decree	Kshs. 300	1 day
Issue of warrants of execution	Application for execution and/or, Notice of Entry of Judgment plus an affidavit of service	Kshs 875	1 day
Notice to show cause	Application for execution and/or, Notice of Entry of Judgment plus an affidavit of service	Kshs. 275	1 day
Issuance of warrants of arrest	Court order on record	Free	1 day

SERVICE OFFERED	REQUIREMENT(S) FROM CLIENT	COST	DURATION
Issuance of committal warrants	Court order on record	Kshs.1,800 subsistence fee(paid to prisons)	30 minutes
Typing proceedings and Rulings/Awards	Letter of request or a court order	Kshs. 60 per page (50% of total cost to be paid as deposit)	Within10 days
Forwarding of files to high court	Typed proceedings and rulings/awards on record	Free	1 day