

# Pro bono costs



# UNLOCK FUNDS FOR JUSTICE

## Quick guide: After costs are ordered

### The winning party notifies the Access to Justice Foundation

- Pro bono lawyer: **tell us** you've secured pro bono costs (costs@ATJF.org.uk).
- Party or lawyer: **send us a copy of the order** within 7 days of receipt (PO Box 64162, London WC1A 9AN; or costs@ATJF.org.uk).

### Payment by the losing/paying party

- Under the legislation, the costs must be paid to The Access to Justice Foundation. Pay by:  
**Cheque** payable to "The Access to Justice Foundation", sent to PO Box 64162, London WC1A 9AN;  
Or **bank transfer** to account number 00018272, sort code 40-52-40, account name "The Access to Justice Foundation".
- The general rule is the party **must pay within 14 days** of the order.
- The Foundation will send the parties a **receipt** confirming payment.

### Enforcement if costs not paid

- The order can be enforced just like normal costs orders (e.g. using a charging order).
- The **winning party can enforce** the costs in their own name. This may be appropriate if they need to enforce the main judgment debt, so at the same time could recover the costs for the Foundation.
- Alternatively **the Foundation will enforce** unpaid costs orders where appropriate. However, the Foundation does not become involved in individual cases or litigation until a costs order is made.

Full guidance: [www.ATJF.org.uk](http://www.ATJF.org.uk)

Questions? [costs@ATJF.org.uk](mailto:costs@ATJF.org.uk)

*Thank you! The Access to Justice Foundation distributes the funds to agencies & projects that give free legal help to those in need.*

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Charity no. 1126147