

Appendix 2: Fees Payable Registered Intermediaries

Preparation Fees [Examination/Report] either Office of the DPP for assessment or Courts Service at trial stage	Attendance At Court Fees
€100 per hour	€100 per hour if booked on an hourly basis. €600 per day if booked on a daily basis.

- Fees are subject to a maximum payment of €600 per day

Travel and Subsistence

In the event that the provision of services requires an intermediary to travel to a specific venue for an assignment, the Courts Service may allow for vouched payment of travel costs (where mileage is applicable this will be at a fixed rate, see below) Travel expenses are those actual costs an intermediary incurs in travelling to and from an assignment (if applicable), by either public or private transport. The Courts Service will require intermediaries to maximise the use of public transport where ever possible. All travel should be by the shortest practicable routes and by the cheapest practicable mode of conveyance. Return tickets, contract, season or other cheap tickets should be used wherever a saving in travelling expenses is secured thereby. Therefore, travel expenses in terms of mileage for use of a private motor vehicle will be paid in addition to hourly rates in respect of Services provided in the following circumstances only:

- Where no suitable public transport (i.e. bus or train) is available
- Where public transport is available at equal or greater expense
- Where the use of public transport would result in the delay of the intermediary arriving at the scheduled time, which it is necessary to avoid.

Where mileage is applicable **and is agreed in advance with the Courts Service**, the AA Route Planner Mileage Calculator will be used as the basis for such calculations (www.theaa.ie). Mileage will be paid at a rate of €0.418 per kilometre. All travel must be **expressly agreed in advance with the Courts Service**. No payment will be made for travel time.

Authorisation procedures for the payment of expenses will be operated under Circular 11/82 Regulations. Details of current applicable Public Service Rates for travel can be found in

Department of Public Expenditure and Reform Circular 16/2022, Circular 19/2023: Domestic Subsistence Allowances : Intermediaries must include details of all such agreed travel expenses on invoices including vouched items such as public transport tickets and car parking.

Cancellation fees

- If a case will not proceed on the scheduled date, and less than 24 hours is given, a registered intermediary may claim a full day's rate of pay e.g. €600.
- If between 24 and 72 hours' notice is given, a fee of €300 may be claimed.
- Postponements where the registered intermediary receives more than 72 hours' notice, no fees can be claimed.

Fees are subject to taxation – please see the Revenue Commissioner's Guidance "*Income Tax – Statement of Practice SP-IT/04*" for guidance. Any queries regarding taxation matters should be addressed directly to the Office of the Revenue Commissioners.