

## Debt Recovery Price and Service Information

These costs apply where your claim is in relation to an unpaid debt which is not disputed, and enforcement action is not needed.

Debt Value	Court fee	Our fee
Up to £5,000	£25 - £205	£400 - £750 plus VAT
£5,001 - £10,000	£455	£750 - £1,500 plus VAT
£10,000 - £50,000	5% of the value of the claim	£2,500 - £4,000 plus VAT
£50,000 - £100,000	5% of the value of the claim	£5,000 - £7,500 plus VAT
£100,000+	5% of the value of the claim	£9,000 - £12,000 plus VAT

Please note that our fees are estimates only, not fixed fees. There may also be additional disbursements which may need to be incurred depending on the particular circumstances of your case.

Should the claim be disputed and more involved, we will discuss further work required and provide a revised estimate about costs on an hourly rate basis.

The hourly rates for our fee earners who undertake debt recovery work are:

Grade	Description	Hourly rate
A	Partners/Directors/Principals	£225 plus VAT

A	Solicitors and Legal Executives with over 8 years' post-qualification experience	Between £201 and £225 plus VAT
B	Solicitors and Legal Executives with over 4 years' post-qualification experience	Between £175 and £201 plus VAT
C	Solicitors of less than 4 years' post-qualification experience, Legal Executives and fee earners of equivalent experience	Between £135 and £175 plus VAT
D	Trainees, paralegals and fee earners of equivalent experience	Between £80 and £110 plus VAT

Our fees include the following services (including, where County Court proceedings are necessary):

- Taking your instructions and reviewing documentation;
- Undertaking appropriate searches (such as a Land Registry or asset search);
- Sending a letter before action;
- Conducting negotiations;
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing a claim;
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default;
- When Judgement in default is received, writing to the Debtor to request payment;
- Instructing Counsel to advise/represent you at court hearings. If this applies Counsel will provide an estimate based on the work required. VAT is usually added to Counsel's fees.

Please note that if a debt is defended in a small claims case (value under £10,000) it will usually take between 3 and 6 months from filing of a Defence to the final hearing. For claims allocated to the Fast or Multi Track (i.e. more complex cases or those with a value of more than £10,000) we will provide you with a clear costs estimate and likely timescales on a case by case basis.

You should appreciate that the costs and timescales of a case can vary substantially according to the complexity of the case, issues, volume of documents/evidence and stance taken by the other side.

### **Enforcement**

- Providing you with advice on the enforcement options available to you and an estimate of the costs involved, if payment of the Judgment debt is not received within a stipulated time period.
- Broadly enforcement options consist of:
  - writ of control (High Court Enforcement Officers (HCEO)) (court fee £66);
  - charging order (court fee £110);
  - order to attend court for questioning (court fee £55 per debtor and process server fee of £100 + VAT);
  - Third party debt order (court fee £110);
  - Statutory demand (process server fee);
  - bankruptcy order (court fee £280 and process server fee)
  - winding up order (court fee £280 and process server fee).
- Enforcement may also require and incur bankruptcy searches at £2 per name and Land Registry searches of around £10.