

Debt Recovery Service

We offer a debt recovery service with a dedicated team which consists of lawyers and debt recovery experts.

The first step in the debt recovery process is for us to send what is known as a letter before action which threatens court proceedings. This letter will impose a time limit to pay and will often result in payment. This service is applicable to undisputed debts where the debtor has indicated that he does not believe that he owes money in part or in total.

First step: Letter before Action

For undisputed debts our standard fees for preparing a letter before action are as follows:

Debt owed	Our fee
Up to £1,000	£50 plus VAT
£1,001-£10,000	£90 plus VAT
£10,001	£150 plus VAT

These figures would not apply where we have agreed a specific rate with you where, for example, we act for you on a regular basis and are doing bulk work or there are features of the case which make a standardised approach unworkable

For disputed debts we would charge according to the hourly rate of the individual solicitor or paralegal.

Second step: Issuing a County Court claim or statutory demand relating to an undisputed debt

A) Court proceedings

Debt owed	Our fee	Court fee	Recoverable from debtor (Court fee and fixed costs)
<i>Up to £1,000</i>	<i>£100 plus VAT</i>	<i>£25-£60</i>	<i>£75-£130</i>
<i>£1,001-£10,000</i>	<i>£160 plus VAT</i>	<i>£70-£140</i>	<i>£150-£510</i>
<i>£10,000-£100,000</i>	<i>£250 plus VAT</i>	<i>4.5% of claim value</i>	<i>Court fee plus £100</i>
<i>£100,001-£200,000</i>	<i>£300 plus VAT</i>	<i>5% of claim value</i>	<i>Court fee plus £100</i>

B) Statutory demand. This is the first step in the bankruptcy process in respect of an individual debtor or winding up process in respect of a company debtor

Debt owed	Our fee
Between £750-£10,000	£200 plus VAT
£10,001 plus	£350 plus VAT

Third step: Enforcement action

Enforcement Action	Our fee	Court fee
Application for order that debtor attend court for questioning about finances	£75 plus VAT	Court fee of £55 plus process server's fee (£70-£110)
Application to instruct High Court Enforcement Officer (where debt is over £600)	£75 plus VAT	If unsuccessful: £66 Court fee plus Officer's fee of £75 plus VAT If successful: £66 Court fee (Court & officer's fee recoverable from debtor)
Application for an Attachment of earnings order	£75 plus VAT	Court fee of £110
Application for Third Part Debt Order	£75 plus VAT	Court fee of £110 Representation at court-estimated at £300
Applications for Charging Order on Debtor's property	We charge at our hourly rate	Court fee of £110 Land Registry fee £40 Representation at court (to be agreed)