

## Standard Debt Recovery Charges

The fees and disbursements below provide an indication of the cost of progressing your referred matters.

Wherever possible, we would look to recover some or all of the costs by applying interest and fixed charges to the debt in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 or reasonable recovery costs in accordance with The Late Payment of Commercial Debts Regulations 2013. In addition, we will also consider with you whether you have any contractual terms that permits the recovery of costs incurred.

<b>Pre-legal fees*</b>	<b>Our Fee</b>
Pre-Action Protocol compliant letter of claim (individuals or sole traders)	£75.00
Letter before action to any limited commercial entity**	
Debt value up to £999.99	£40.00
Debt value £1,000.00 - £9,999.99	£70.00
Debt value £10,000.00+	£100.00

\*\* Cost added to outstanding debt so recoverable from Debtor

We can also conduct further pre-legal correspondence or telephone collections on the following basis:

Fixed fee per unit	£30.00
No recovery, no fee commission (from)	TBA
Time spent (hourly rate)	see below

<b>Legal Proceedings* (not including Court fees or other disbursements)</b>	<b>Our Fee</b>
Issuing a Claim to an undefended Judgment	£250.00
Writ of Control (High Court Enforcement)	£150.00
Tomlin Order / Consent Order	£200.00
Charging Order (following judgment)	£250.00
Settlement of Charging Order	£125.00
Statutory Demand	£250.00
Bankruptcy Petition (sole trader or guarantor)	£750.00
Winding Up Petition (limited commercial entity)	£750.00

\*Standard fees apply to a referred debt of up to £20,000.00. Please contact us to discuss cases over this value

<b>Non-standard and defended cases</b>	<b>Our Fee</b>
Small claims track cases fixed fee	£950.00
If a case is defended and outside the small claims track, complex or relates to an application filed by a defendant, it will be placed with our team of defended lawyers at the hourly rates below:	
Partner	£350.00
Legal Director	£295.00
Senior Associate	£300.00
Associate	£250.00
Solicitor / Legal Executive	£210.00
Paralegal / Trainee	£175.00

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## Standard Court fees and disbursements (external costs)

Court Issue (Money Claims Online)	
up to £300	£35.00
£300.01 to £500	£50.00
£500.01 to £1,000	£70.00
£1,000.01 to £1,500	£80.00
£1,500.01 to £3,000	£115.00
£3,000.01 to £5,000	£205.00
£5,000.01 to £10,000	£455.00
Over £10,000	4.5% of claim value
Over £100,000 (not MCOL)	5% value of the claim

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### Applications and Insolvency disbursements (external costs)

Application by Consent or without notice	£100.00
Application for a Charging Order	£110.00
Application on notice where no other fee is specified	£255.00
Sealing a Writ of Control (High Court Enforcement)	£66.00
HCEO Abortive fee	£75.00

### Insolvency Proceedings

Petition Court fee	£280.00
Official Receiver deposit (refundable if Order not made):	
Bankruptcy petition	£990.00
Winding Up petition	£1,600.00
Personal Service of statutory demand	£85.00
Petition hearing attendance (Agent)	£150.00
Searches for Bankruptcy	£10.00
Advertisement in Gazette for Winding Up petition	£85.00

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All fees and disbursements are subject to VAT at 20% except for Court fees where no VAT applies

## Timescales

We will acknowledge your instruction within 24 hours and send out the initial letter before claim to the debtor within 48 hours, for a standard debt recovery referral.

A commercial (business) debtor will be provided with 14 days to make payment, proposals for payment or provide details of any dispute. An individual (person) debtor is provided with 30 days to enable them to seek independent advice, should it be needed.

Once legal proceedings are issued, a debtor has 21 days (7 days for service of proceedings then 14 days to respond) before we can enter judgment (CCJ). Therefore, for an undefended claim, judgment may be obtained within 6 weeks of instruction for a business or 8 weeks for an individual.

Defended legal proceedings really depend on the debtor being engaging and attempting to settle, and the Courts' capacity for track allocation and hearings. A defended small track claim (up to £10,000) could take 9-12 months to get to mediation or a trial, whereas a fast track claim (£10,000-£25,000) and multi-track claim (over £25,000) could take up to 18 months to get to trial.

Throughout a defended claim process, we will endeavour to engage with the debtor to determine whether settlement is an option. While settlement may mean you will have to be flexible in the sum you will receive, that sum will be in your bank sooner and legal/Court fees may not have been incurred.

Typically for enforcement, we will instruct a High Court Enforcement Office on your behalf, for debts over £600. Once the judgment has been transferred to the High Court, a Notice of Enforcement letter is sent to the debtor (in accordance with compliance) providing them to pay or contact within 7 days. If no payment or response is received, an Officer will attend the debtor's premises within 7 days to collect payment or levy on any assets for removal and sale at auction. If it gets this far (which isn't often at all), the process could take 4-6 weeks.

If you instruct us to serve a statutory demand on a debtor, once drafted, it needs to be personally served on them or for a business, at the registered office or last known business address. This can take 7-14 days, dependant on the debtor (individual) confirming their identity and being present. A debtor will then have 18 days to set aside the demand or 21 days to pay, failing which, you may petition for bankruptcy (individual) or a winding up order (business).

The Courts will typically take around 14 days to seal the drafted petition, filed by us on your behalf, then list a petition hearing date in around 8-12 weeks. If payment or settlement is not agreed, and there is no further applications or adjournment, the order will be given at this hearing.

## Our Team

### Jason Morris – Partner (non-solicitor) and Head of Debt Recovery

Jason has over 20 years' debt recovery experience and specialises in assisting clients in their debt recovery service requirements to maximise recovery and minimise loss.

As head of team he ensures the training and development of the team meets the excellent service standards promoted to our Clients. His Client relationship management ensures KPI's and SLA's are adhered to and continually considers improvements to add value and provide an excellent client experience.

Jason's Client services include the prioritising of recoveries for stressed companies, on-site attendance, "day one" ledger collections and guarantor enforcement for lenders and liquidators, and business to business debt recovery and litigation. Clients include high street banks, secured and unsecured commercial lenders, accountants, insolvency practitioners, commercial entities, universities, and fee-paying schools.

### James Simnett – Legal Director

James qualified as a solicitor in 2013 and is a Legal Director in our Debt Recovery team. He has 15 years' experience in handling volume issuing of county court claims, bankruptcy and winding up petitions. He is experienced in recovering funds and progressing money claims and contested financial disputes in the county court.

James is skilled in negotiating commercial settlements, attending mediations and regularly acts for both claimants and defendants to include corporates and individuals. James also has experience in both contentious and non-contentious insolvency matters and acts for office holders in administration proceedings, obtaining validation orders, issuing claims for possession and sale, setting aside antecedent transactions and challenges to office

holders' remuneration. James is instructed by a wide range of clients including credit managers, commercial lenders, private schools, charities, accountants, insolvency practitioners and directors.

### **Faye Maskell – Legal Executive**

Faye specialises in banking, finance and securities, particularly where a personal guarantee is present. She deals with our non-standard or high value debt recovery referrals from Clients, supervising defended claims and is key to the development of our Paralegals in the team.

### **Paralegals**

Our Paralegals are responsible for the smooth progression of matters referred from our Clients, from the initial instruction, drafting pre-legal correspondence, issuing legal claims through to enforcement and remitting recovered funds.

**Amreet Atwal** – Amreet specialises in debt recovery matters from client in the education sector and the insurance sector. She has a law degree and studying for a masters in banking and finance.

**Gareth Jenkins** – Gareth joined our team in September 2021 after passing his legal practice course with distinction. He deals with our business to business debt recovery matters and supports all other members of the team in reporting requirements for our Clients.

**Katie Kearney** - Katie has extensive experience in credit control as well as collections, pre-legal and legal proceedings. She specialises in debt recovery for care homes and looks after our debt collection agency clients with large volumes. Katie is studying for a law degree.

**Nicole Miller** – Nicole specialises in debt recovery matters for the construction and hire sector. She oversees the administration of large volume debt projects having a close relationship with clients helping them through the recovery process from pre-action to legal proceedings. Nicole also has experience assisting with individual and corporate insolvency matters.