

DEBT RECOVERY

(Up to £100,000)

Who will be dealing with the matter?

All work will be carried out at your instructions by a qualified Solicitor (assisted in some cases by a Trainee Solicitor).

Head of the Debt Recovery Department/Supervisor: Mr Euros Clwyd Jones (Member).

How we charge

This will be based on our hourly rate and the fee earner dealing with the matter. Our hourly rates range from £110 plus VAT to £220 plus VAT.

Fees

Below we set out a guide to our average charges:-

- **Initial discussion and advice** - £250 plus VAT to £500 plus VAT.
- **Letter of claim** - £200-£400 plus VAT (in addition to the charge for the initial discussion and advice).
- **Undisputed Court Claim.** This is where your claim is in relation to an unpaid invoice which is not disputed and no enforcement action is required after a judgment has been obtained - £850 plus VAT to £1500 plus VAT.
- **Court Claims disputed.** This is where the claim is disputed or your opponent makes a counter claim against you. It is not possible to provide an estimate without seeing the papers and considering the case with you. Our charges will be based on the hourly rate of the fee earner dealing with the matter.

Disbursements - These are payments that are payable to third parties and the likely disbursements are as follows:-

- **Court Fees** – these depend on the value of the claim. They can be found on the Ministry of Justice’s website - <https://www.gov.uk/make-court-claim-for-money/court-fees> .
- **Expert fees** - e.g. surveyors, engineers etc. This will vary from case to case and we will obtain an estimate from an expert for your approval before instructing anyone.

- **Counsel (Barrister's) fees** – we may need to instruct a Barrister if the matter is complex and their fees will vary depending upon the seniority of the Barrister and the nature of the case. Again, an estimate will be obtained for your approval before anyone is instructed.

How long will the matter take?

This will depend on a number of factors. If Court action is required and the matter is undisputed, the matter is likely to take 3 - 4 months. If the matter is defended then it is likely to take between 6 - 18 months.

KEY STAGES OF DEBT RECOVERY

1. Meet with you to take your initial instructions and give initial advice.
2. Send a letter before action.
3. If the debt is not paid, drafting initial claim.
4. When no acknowledgement of service or defence is received, applying to the Court to enter judgment in default.
5. If payment of the judgment is not obtained, providing you with advice on the next steps in relation to enforcement of the likely cost.
6. If a defence is filed, providing you with all the steps that will be required to take the matter to a final hearing and giving an estimate of the likely costs.

Throughout the case we will consider whether alternative dispute resolution or mediation would be appropriate and if so, we will provide you with a cost estimate of such process.