

## Debt recovery court claims

The following costs apply where your claim relates to an unpaid invoice which is NOT disputed, and enforcement action is NOT required. Your fee will depend on the value of the debt in question.

Debt value	Court fee	Our fee (+VAT)	Total (+VAT)
Up to £5,000	£25 – £185	£500	£525 – £685
£5,001 - £10,000	£410	£750	£1160.00
£10,001 - £50,000	4.5% of the claim value	£900	£900 + court fee

### Potential additional costs:

If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary. Any extra costs could be on a fixed fee basis (e.g., if a one-off letter is required), or on an hourly rate basis if more extensive work is needed.

Our hourly rates are dependent on experience, and are set out below:

Experience level	Description	Fee
Grade A	Solicitors and Legal Executives (or equivalent fee earners) with 8 years of experience or more	Up to £395 (+VAT)
Grade B	Solicitors and Legal Executives (or equivalent fee earners) with 4 years of experience or more	Up to £330 (+VAT)
Grade C	Solicitors and Legal Executives (or equivalent fee earners) with up to 4 years of experience	Up to £300 (+VAT)
Grade D	Trainee Solicitors, Paralegals and other fee earners	£145 (+VAT)

In the below situations, additional costs may also apply:

- Interest and compensation may take the debt into a higher banding, which would lead to a higher cost.
- The costs quoted above are NOT for matters where enforcement action, such as the bailiff, is needed to collect your debt.

### **How long will this take?**

Matters usually take between 6 and 12 weeks from the date we receive instructions from you to the time we receive payment from the other side, depending on whether or not it is necessary to issue a claim.

This is on the basis that the other side pays promptly upon receipt of a Judgment in default. If enforcement action is needed, the matter will take longer to resolve, and additional costs will be incurred which will be discussed with you prior to the commencement of any enforcement procedure.

### **As part of our fee we will:**

- Take your instructions and review any documentation.
- Undertake the appropriate searches.
- Send a letter before action.
- Receive the payment and send this on to you. Or, if the debt is not paid, we will draft and issue a claim.
- Where no Acknowledgment of Service or Defence is received, we will apply to the court to enter a Judgment in default.
- When the Judgment in default is received, we will write to the other side to request payment.
- If payment is not received within 14 days, we will provide you with advice on your next steps and likely cost.