

## **Fees for Debt Recovery**

### **Standard Undisputed Debt Recovery Process**

For undisputed debts we charge a fixed fee for each stage of the Standard Undisputed Debt Recovery Process (Stages 1 -4) which includes:

- Standard progress reports/updates
- Telephone updates
- Advice on alternative enforcement options of the Judgment

### **IMPORTANT PLEASE NOTE:**

Our Standard Undisputed Debt Recovery Process does not include:

- Handling disputed debts
- Telephone calls to/from Debtors
- Setting up/Monitoring instalment plans
- Bespoke Particulars of Claim (which are quoted for upon request and dependent on the facts of the claim)

### **Stage 1 – Letter Before Action**

|  | Our Charges            |
|--|------------------------|
| Standard letter before action UK post                      | £20.00                 |
| Standard letter before action to be sent by email and post | £25.00                 |
| Follow up letters  | £10.00                 |
| Bespoke non standard drafted letters                       | From £20.00 per letter |

### **Stage 2 – Issuing Court Proceedings (Court Claims)**

| Debt Including Interest | Instruction Charge (not recoverable from Debtor) | Fixed Costs for Issuing Claim (recoverable from Debtor and automatically added to the debt) | Court Fee (recoverable from Debtor and automatically added to the debt) |
|-------------------------|--|---|---|
| 25 - 300                | 30.00  | 50.00   | 25.00   |
| 301 - 500               | 30.00  | 50.00   | 35.00   |
| 501 – 1,000             | 30.00  | 70.00   | 60.00   |
| 1,001 – 1,500           | 30.00  | 80.00   | 70.00   |
| 1,500 – 3,000           | 30.00  | 80.00   | 105.00  |
| 3,001 – 5,000           | 60.00  | 80.00   | 185.00  |
| 5,001 – 10,000          | 60.00  | 100.00  | 410.000   |

|                  |        |        |                |
|------------------|--------|--------|----------------|
| 10,001 – 25,000  | 60.00  | 100.00 | 4.5% of claim  |
| 25,001 – 50,000  | 100.00 | 100.00 | 4.5% of claim  |
| 50,001 – 75,000  | 100.00 | 100.00 | 4.5 % of claim |
| 75,001 – 100,000 | 100.00 | 100.00 | 4.5% of claim  |

### Stage 3 – Applying for Judgement

| Description   | Debt Amount (£) | Fixed Costs (recoverable from Debtor and automatically added to the debt) (£) |
|---|-----------------|---|
| Default Judgment in default of acknowledgement of service | 25.00 - 5000.00 | 22.00   |
| Default Judgment in default of acknowledgement of service | Over 5000.00    | 30.00   |
| Default Judgment in default of defence                    | 25.00 – 5000.00 | 25.00   |
| Default Judgment in default of defence                    | Over 5000.00    | 35.00   |
| Judgment on acceptance of offer                           | 25 – 5000.00    | 40.00   |
| Judgment on acceptance of offer                           | Over 5000.00    | 55.00   |
| Judgment on admission where court sets rate of payment    | 25.00 – 5000.00 | 55.00   |
| Judgment on admission where court sets rate of payment    | Over 5000.00    | 70.00   |

### Stage 4 – Enforcement of Judgement

| Description  | Disbursement                              | Our Charges |
|--|---|-------------|
| Issuing warrant of execution to Bailiff              | 110.00 court fee (less 30.00 if via CCBC) | 22.25       |
| High Court Enforcement Officers                      | 66.00                                     | 100.00      |
| Re-issue of warrant of execution                     | 33.00                                     | 20.00       |
| Charging Order on property to be dealt with on paper | 110.00                                    | 250.00      |
| Prep for Charging Order hearing if objection filed   | Agent's fee for attendance                | 150.00      |

|  |                                       |        |
|--|---------------------------------------|--------|
| Third party Debt order to first hearing                  | 110.00 and Agent's fee for attendance | 150.00 |
| Order to obtain information through Court                | 55.00 and Agent's fee for service     | 75.00  |
| Application for substituted service of Information Order | 100.00                                | 100.00 |
| Attachment of Earnings                                   | 110.00                                | 100.00 |

### Defended Small Claims (up to £10,000)

| Description   | Disbursement (£)        | Our Charges (£) |
|---|-------------------------|-----------------|
| Reviewing Defence and advising thereon  |                         | 100.00          |
| Preparing and filing Directions Questionnaire   |                         | 100.00          |
| Handling Standard Defended Small Claims (no counterclaim) including preparing Witness Statement and instructing Agents where debt value is up to £5000.00                 | Agent's fee for hearing | 500.00          |
| Handling Standard Defended Small Claims (no counterclaim) including preparing Witness Statement and instructing Agents where debt value is between £5000.01 and £7500.00  | Agent's fee for hearing | 700.00          |
| Handling Standard Defended Small Claims (no counterclaim) including preparing Witness Statement and instructing Agents where debt value is between £7500.01 and £10000.00 | Agent's fee for hearing | 900.00          |
| Court hearing fee with debt value up to £300.00   | 25.00                   |                 |
| Court hearing fee with debt value between £300.01 and £500.00   | 55.00                   |                 |
| Court hearing fee with debt value between £500.01 and £1000.00  | 80.00                   |                 |
| Court hearing fee with debt value between £1000.01 and £1500.00   | 115.00                  |                 |

|  |                                    |        |
|--|------------------------------------|--------|
| Court hearing fee with debt value between £1500.01 and £3000.00                        | 170.00                             |        |
| Court hearing fee with debt value between £3000.01 and £10,000                         | 335.00                             |        |
| Preparing a Summary Judgment Application for debt value up to £5000.00                 | 255.00 and Agent's fee for hearing | 300.00 |
| Preparing a Summary Judgment Application for debt value between £5000.01 and £10000.01 | 255.00 and Agent's fee for hearing | 600.00 |
| Drafting Standard Consent Order  | 100.00                             | 100.00 |
| Adjourned Hearings   | Agent's fee for hearing            | 100.00 |

### **Defended Fast Track and Multi-Track Claims**

Work undertaken on an hourly rate and an estimate will be provided at the time the Defence is received. The current hourly rate of the Solicitor undertaking work in the Debt Recovery Team is £220 per hour.

### **Miscellaneous Charges and Services**

| Description                                      | Disbursement (£)        | Our Charges (£)             |
|--|-------------------------|-----------------------------|
| Bespoke correspondence                           |                         | From 20.00 per letter       |
| Telephone attendance with the debtor             |                         | From 20.00 per call         |
| Instructing Tracing Agents                       | Agent's fee for trace   | 30.00                       |
| Chasing Debtor re default in instalment payments |                         | From 20.00 per letter/email |
| Review of instalments with debtor                |                         | 100.00                      |
| Opposing Application to Set Aside Judgment       | Agent's fee for hearing | 300.00                      |