

**Debt claims up to £100,000 (Cases brought in the UK and do not involve any out of jurisdiction applications)**

This firm is regulated by the Solicitors Regulation Authority and as such we are required to provide the following information pursuant to the SRA Transparency Rules.

**Please note that as each matter is fact specific, the following information is only an indication of our likely fees in a matter. Our total overall fees are therefore impossible to quote at the beginning of a matter and accordingly none of this information, whether in whole or part, should be treated as offering any binding or fixed fee.**

**Bringing or defending a claim for money**

We anticipate that this could take between 1 - 100 hours of work, depending on the complexity of the instructions, size of the debt, the stage at which we are instructed, whether or not the claim is defended and the level of claims handler. This work will be charged at the hourly rate of the claim handler instructed. These range from £145 plus VAT per hour to £315 plus VAT per hour. Our total fee will therefore be at least £145 plus VAT.

The range of our fees depends on the amount of time we spend on the matter having reference to the hourly rates above. We do not charge a percentage of the value of the claim.

**You will note that our fees do not include VAT. VAT on our fees must therefore be paid in addition to our fees.**

The time spent by the person dealing with the matter may include seeing you and others; time spent travelling; obtaining evidence; perusing and considering papers; researching the law; preparing correspondence and documents and making and receiving telephone calls; letters despatched on your behalf and received are charged at 6 minutes per page; telephone calls made and received are charged in 6 minute units; preparing or considering documents and non-routine letters are charged on the basis of time actually spent. There are 10, 6 minute units in every hour.

We do not offer fixed fees for Debt work unless we are confident that we can ascertain precisely how much time we need to spend to assist you.

The exact total fee will depend on the specific facts of the matter. For example, the stage at which we are instructed, the number of documents we need to review, the stage at which the matter is settled, the number of defendants, whether or not any interim applications are made and the response from your opponent. If there are multiple defendants, a possible defence to the claim, a counter claim, no written contract and/or the debt has arisen outside of any statutory rights our fees may, but not always, be at the higher end. If the debt is undisputed our fees may be at the lower end.

Depending on the specific facts and circumstances of each matter, we can handle as much or as little of the process for you as you would wish.

**No 'disbursements' (payments to third parties) are included in the fee range quoted above. The amount of the disbursements listed below are subject to change at any time depending on factors outside of our control and no warranty is given as the accuracy of any such amounts.**

The likely disbursements may be:-

- The Court Fees (dependant on the amount claimed)
- Bankruptcy search charge of £2 per person
- Private Detective Fee (£135 - £10,000)
- Postal costs (depending on the service used)
- Value Added Tax (VAT) (amount dependent on the circumstances)
- Counsel/Barrister Fee (dependant on seniority and amount of time spent)
- Travel Expenses (dependant on distance and mode of transport)

'Disbursements' are costs related to your matter that are payable to third parties such as those listed above. Depending on your instructions, we may handle the payment of the disbursements from money you have placed on your client account. We will advise you of as many disbursements as possible prior to incurring them.

#### What services are included?

As stated above, depending on the specific facts and circumstances of each matter, we can handle as much or as little of the process for you as you would wish.

The services included in the fee range above are as follows:-

- Ascertaining the likely chances of success
- Drafting and sending pre-action letters
- Submitting a claim to Court
- Making interim applications
- Instructing Counsel
- Representation at Court
- Mediating
- Debt recovery

#### Potential additional costs and services not included

- Dealing with Bailiffs and Sheriffs
- Collecting and distributing recovered monies
- Land Registry fees

#### How long will the process take?

Each matter is different depending on the specific facts, circumstances, the stage of the claim that we are instructed and whether the matter is settled prior to a Hearing. For a claim against an individual the process is slightly longer due to the pre-action protocol and typically may take between 6 and 12 months. For commercial debt the process can be between 5 and 36

months depending on the complexity and defence. These time frames do not include time taken to recover any money which could be considerably longer dependant on the circumstances and facts of the claim.

Experience and qualifications of the individuals carrying out the work

Your matter will be handled by a suitably qualified member of the team and all work is supervised by a senior solicitor. Whilst your matter will be assigned to an individual it will be handled in general by the litigation department.