

Debt
Recovery
Fees Guide

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Debt Recovery

Our Commercial Recoveries team charges vary according to the amount claimed and whether the debt is contested. Our standard rates for undefended debts up to £100,000 are set out below together with details of current disbursements such as courts and agents fees (for indicative purposes only as they will vary from time to time). We shall be pleased to provide, on request, details of our charges relating to debts over £100,000. All cost and disbursement figures are exclusive of VAT which is added at 20%

If a one off debt recovery matter is required we will charge an initial set-up fee to be agreed depending on the matter.

Fixed Fees for a business to business debt that is undisputed

PRE ACTION CHARGES

Letter before action: £20 (plus additional time as required where Pre Action Protocol for debt claims applies e.g for a Guarantor)

COURT PROCEEDINGS FROM ISSUE TO JUDGMENT

Generally you can claim the court fees and most of our charges from the debtor. If a claim form is issued, we will charge you the current court issue fees as they are incurred, together with our charges for commencing proceedings. Our charges on issuing a claim form comprise “fixed solicitors costs” set by the court (recoverable from the debtor in an undefended claim) plus an irrecoverable element.

Our membership of the Centralised County Court Business Centre (CCBC) entitles you to at least a £10 discount (or in some cases a percentage discount) on the court issue fee. Our charges (based on an undefended claim) and the current (discounted) court issue fees are set out below. Please note there is no court fee to enter Judgment.

Costs of Issuing

Court fees on issuing a claim Amount of your claim (£)	Court fee (£)	Fixed costs on issue (recoverable)(£)	Our Charges (irrecoverable) (£)	Total (£)
Exceeds 25 but not 300	25	50	25	100
Exceeds 300 but not 500	35	50	25	110
Exceeds 500 but not 1,000	60	70	35	165
Exceeds 1,000 but not 1,500	70	80	50	200
Exceeds 1,500 but not 3,000	105	80	50	235
Exceeds 3,000 but not 5,000	185	80	50	315
Exceeds 5,000 but not 10,000	410	100	75	585

Exceeds 10,000 but not 50,000	Claims between £10,000 and £100,000, court fee = 4.5% of the value of the claim	100	85	
Exceeds 50,000 but not 100,000	Claim is between £10,000 and £100,000, court fee = 4.5% of the value of the claim	100	95	

Costs of Entering Default Judgment

Amount of your claim (£)	Fixed costs (recoverable) (£)	Our Charges (irrecoverable) (£)	Total (£)
Solicitors costs on entry of judgment in default of acknowledgement			
Exceeds 25 but not 5,000	22	15	37
Exceeds 5,000 but not 100,000	30	20	50
Solicitors costs on entry of judgment in default of defence			
Exceeds 25 but not 5,000	25	15	40
Exceeds 5,000 but not 100,000	35	20	55
Solicitors fixed costs on entry of judgment following an admission/part admission and claimant accepts the defendant's proposal as to the manner of payment			
Exceeds 25 but not 5,000	40	30	70
Exceeds 5,000 but not 100,000	55	40	95
Solicitors fixed costs on entry of judgment following an admission/part admission and the court decides the date or time of payment			
Exceeds 25 but not 5,000	55	30	85
Exceeds 5,000 but not 100,000	70	40	110

ADDITIONAL WORK

We will charge you at an hourly rate for other work undertaken by us beyond the specific steps identified above. Usually such work is undertaken by Litigation Paralegals and examples include defended cases, negotiations and applications over instalments, enforcement orders, communications with the debtor, reviewing merits of a claim or application and follow up action on enforcement, reviewing and resolving documentation issues (such as incorrect drafting, service, ineffective guarantees, potential incorrect address for service and the like) and seeking to resolve the same, dealing with incorrectly drafted orders from the court. Our hourly rates are:

	Hourly Rate (£) plus VAT 20%
Partner	270
Senior Associate	225
Associate / Manager/ Senior Solicitor	161
Solicitor / Supervisor	130
Paralegal	130

Our fee includes:

- Receiving your initial instruction
- Sending a letter before action to a Business Debtor
- Receiving payment
- Drafting and issuing a Claim to be sent using the County Court Business Centre
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- When Judgment in default is obtained writing to the Debtor to request payment

Other Costs

- Trace Agents £40 plus VAT at 20% no win-no fee
- Land Registry Office Copy Entries £3.00 per property or document

How long will the claim take?

Matters usually take 16-20 weeks from receipt of instructions to obtaining Judgment in Default. The length of the process will depend on a variety of factors including but not limited to: court resources, the parties involved in the matter, the complexity of the claim, the response from the Debtor, compliance with pre-action protocols and the Debtor's ability to pay.

Please see below links for details of our key team:

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