

### Uncontested Debt Recovery Price Information

We charge on a time basis, by reference to hourly charging rates.

The applicable hourly charging rates for this work are:-

Lesley Smith:	£250 - £285 plus VAT per hour
Jamie Want:	£225 - £255 plus VAT per hour
Carina Pennant-Williams:	£212 - £245 plus VAT per hour
Natasha Harding:	£141 - £162 plus VAT per hour

Typically, a detailed Letter of Claim, in accordance with the Pre-Action for Debt Claims, will be prepared and served for a standard fee of up to £200.00 plus VAT, depending on complexity.

If full recovery is made on the basis of the Letter of Claim no further charge may result.

If no response is received, or if further correspondence is required with the Defendant/Debtor, this will be undertaken pursuant to the hourly rate of the relevant fee earner. Depending on the nature and detail of the response required this may take anywhere from 1 hour upwards. Costs or limits will be agreed or notified to you in advance.

If no recovery is made, or negotiations are unsuccessful in recovering the debt, proceedings may be required.

#### County Court Claims:

Depending on the circumstances, there may be no alternative but to issue a Part 7 Claim in the County Court. On issue of a Claim a Court fee is payable. At present the following rates apply on the issue of a Claim: -

Value of claim	Paper issue fee
Up to £300.00	£35.00
£300.01 to £500.00	£50.00
£500.01 to £1,000.00	£70.00
£1,000.01 to £1,500.00	£80.00
£1,500.01 to £3,000.00	£115.00
£3,000.01 to £5,000.00	£205.00
£5,000.01 to £10,000.00	£455.00
£10,000.01 to £100,000.00	5% of the claim value
£100,000.01 to £200,000.00	5% of the claim value
Above £200,000.01	£10,000.00

**Commented [NH1]:** These are the same for MCOL and paper now aren't they

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The above disbursements are accurate as at ~~17 December 2018~~ 19 January 2023.

Usually only fixed costs can be recovered in Claims of less than £25,000. For Claims in excess of £25,000 the successful party may recover all or some of their legal costs. There are circumstances where costs will not be fixed, which may mean the unsuccessful party has to pay the successful party's legal costs.

**Commented [NH2]:** Have changed this as fast track would be on a fixed fee too

**Commented [NH3]:** Covering us in case a claim is moved to multi-track of P36 offer is put forward.

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The exact number of hours it will take to deal with a Claim depends on a variety of factors. Those factors include, but are not limited to:-

- Whether the Claim is defended;
- If further parties are added to the Claim;
- If a counterclaim is issued;
- The extent of the Directions issued by the Court in relation to the conduct of the Claim;
- Whether expert evidence is required;
- Whether alternative dispute resolution, such as mediation or arbitration, is utilised;
- Whether Counsel opinion, advice or attendance is required;
- At what stage, if any, the Claim is settled prior to the final hearing.

The number of hours involved in an undefended Claim vary but could be between 2 – 5 hours (depending on the hourly rate of the fee earner involved and the complexity of the Claim).

If further negotiation is required after service of a Claim, or if it is to be contested, any further cost estimate will be notified to you in advance.

We stress that these examples are not a complete list of the potentially relevant factors. Some factors may not be apparent at the outset, but may arise during the conduct of the Claim.

The payments out which we will, typically, have to make are:-

- Online identification evidence verification fee: £2.72 plus VAT per individual.
- Court Issue fee: as detailed above but subject to government change.
- Counsel Fee: this varies on the nature of each case and, where possible, is agreed before incurring such cost.
- Hearing Fee: this varies according to the value of the Claim and is payable by the Claimant prior to the Hearing and are detailed below but subject to government change:

### Small Claim track

up to £300	£275
between £300.01 and £500	£569
between £500.01 and £1,000	£859
between £1,000.01 and £1,500	£12345
between £1,500.01 and £3,000	£18179
more than £3,000	£34635

Fast track claim £545  
(usually a claim value between £10,000 - £25,000)

Multi track claim £1,175099  
(usually a claim value in excess of £25,000 or where a claim of lesser value involves complex points of law or evidence)

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The above disbursements are accurate as at ~~17 December 2018~~ 19 January 2023.

If the debt is undefended or uncontested it may be possible to serve a Statutory Demand and/or a Winding-Up Petition (if the debt is owed by a Company) or a Bankruptcy Petition (if the debt is owed by an individual).

To issue a Winding-up Petition the undisputed debt must be in excess of £750. To issue a Bankruptcy Petition the undisputed debt must be in excess of £5,000.

### Statutory Demand:

A Statutory Demand is a formal demand for repayment of a debt and has to be in the form prescribed in the Insolvency Act, 1986. It can be served on an individual debtor or a corporate entity.

Effective service of a Statutory Demand is crucial. It is often best to arrange for a process server to serve the Statutory Demand to ensure proper statutory demand service.

The process server may often charge between £75 - £120 plus VAT.

Our costs for drafting a Statutory Demand will vary depending on the nature of the debt but may often incur costs of between 1 – 3 hours. If negotiation is required after service of a Statutory Demand any further cost estimate will be notified to you in advance.

### Winding-Up Petition:

If the debt is undisputed and is owed by a Company debtor it is possible to proceed by way of the Winding-Up process. A Winding-Up petition is a formal document issued at Court and then the service requirements must be followed. It can be issued against a Limited Company or a Limited Liability Partnership.

To issue a Winding-Up Petition will incur the following disbursements: -

- The Winding up Court issue fee of £~~302~~280;
- The Official Receivers Deposit of £~~24~~6,600 (which may be refunded if the debtor is not wound up);
- Process Server fee of £75 - £120 plus VAT;
- Advertisement fee in the London Gazette (if required) - £84.60 plus VAT;
- Barrister's costs for attending Court (if required) - £100 - £1,000 plus VAT (depending on whether the Petition is contested and the complexity of the individual matter).

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The above disbursements are accurate as at ~~17 December 2018~~ 19 January 2023.

Our costs for drafting a Winding-Up Petition will vary depending on the nature of the debt.

The exact number of hours it will take to deal with a Winding-Up Petition post issue depends on a variety of factors. Those factors include, but are not limited to:-

- Whether the Petition is defended;
- If negotiations to settle the debt are entered into;
- At what stage, if any, the Petition is settled prior to the final hearing.

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The number of hours involved in an uncontested Winding-Up Petition vary but could be between 3 to 8 hours, depending on the complexity. If further negotiation is required after service of a Petition, or if it is to be contested, any further cost estimate will be notified to you in advance.

### Bankruptcy Petition:

If the debt is undisputed and is owed by an individual debtor it is possible to proceed by way of the Bankruptcy process. A Bankruptcy petition is a formal document issued at Court and then the service requirements must be followed.

To issue a Bankruptcy Petition will incur the following disbursements: -

- The Bankruptcy Petition Court issue fee of ~~£302280~~;
- The Official Receivers Deposit of ~~£1,500990~~. (The Deposit may be refunded if the debtor is not made bankrupt);
- Process Server fee of £75 - £120 plus VAT;
- Advertisement fee in the London Gazette (if required) - ~~£84.60~~ plus VAT;
- Barrister's costs for attending Court (if required) - £100 - £1,000 plus VAT (depending on whether the Petition is contested and the complexity of the individual matter).

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The above disbursements are accurate as at ~~17 December 2018~~ 19 January 2023.

Our costs for drafting a Bankruptcy Petition will vary depending on the nature of the debt.

The exact number of hours it will take to deal with a Bankruptcy Petition post issue depends on a variety of factors. Those factors include, but are not limited to:-

- Whether the Petition is defended;
- If negotiations to settle the debt are entered into;
- At what stage, if any, the Petition is settled prior to the final hearing.

The number of hours involved in an uncontested Bankruptcy Petition vary but could be between 3 to 8 hours, depending on the complexity. If further negotiation is required after service of a Petition, or if it is contested, any further cost estimate will be notified to you in advance.

### Enforcement:

Once a County Court Judgment is obtained there are various methods to enforce the Judgment. Obtaining the Judgment is often just a stage in the debt recovery process and does not represent a guarantee that the Judgment will be paid.

The disbursements vary depending on the recovery process that is utilised. We will advise you as to what may be the most appropriate method to try and ensure the best prospects for recovery. Examples of the most common methods are as follows and at present the following fees apply: -

Attachment of Earnings Order	£1190
County Court Bailiff	<del>£440</del> - £42483 - £120
Third Party Debt Order	£1190

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Charging Order  
Freezing Order

£1190  
£110

Commented [NH6]: Cannot find on Gov guidance

High Court Enforcement varies – quotes will be obtained

The above disbursements are accurate as at 17 December 2018.

There are other methods of enforcement available and we will be happy to discuss these with you in greater detail if and when the need arises.

The exact number of hours it will take to deal with enforcement depends on a variety of factors. Those factors include, but are not limited to:-

- Whether the debtor can be located and what, if any assets, he/it has;
- If negotiations to settle the debt are entered into;
- Whether any application is made to suspend enforcement.

The number of hours involved in enforcement of a Judgment vary but could be up to 2 hours, depending on the type of enforcement option chosen. This is on the basis of uncontested enforcement. If negotiation is required after enforcement action commences, or if it is to be contested, any further cost estimate will be notified to you in advance.

### Our Instructions:

Unless we have confirmed to the contrary, our work will include:-

- Advice in relation to the debt recovery process;
- Corresponding with the debtor;
- Issuing the appropriate proceedings;
- Advising throughout the conduct of the debt recovery process.

Our work will not include:-

- Undertaking a financial check against the debtor;
- The provision of tax advice in relation to any aspect of the matter. That would be a matter for further specialist advice from this firm or elsewhere, should you choose.

We do stress that, by providing this information, we are not providing a fixed fee quote and these estimates are only in relation to uncontested debt recovery.

We reserve the right to revise the estimates given above for our costs upwards on our notification to you if:-

- Any relevant factors prove to be significant;
- The work proves to take more than the time estimates referred to above;
- The Claim is defended or a Petition or enforcement opposed;
- We are required to carry out any work outside the scope of our original instructions.

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We will let you know if we have to do or anticipate having to do any additional work and any further estimates will be provided.

### Timescales:

How long it will take from receipt of your instructions until finalisation of the debt recovery process will depend on a number of factors. However, and on average, if proceedings are issued the process may take anywhere from one month onwards (depending on the circumstances and the speed of the Court/enforcement agents).

Our debt recovery team are happy to discuss matters with you.