



Debt Recovery Price and Service Information

Legal Requirements

The Solicitors Regulation Authority have rules regarding Transparency, which means that solicitors are required to provide cost and service information in respect of specific areas of advice, such as debt recovery work.

Debt Recovery Litigation Services (Claims up to £100,000)

We provide debt recovery litigation services to businesses and individuals seeking to recover unpaid debts from debtors. Where the claim is for a debt and the value does not exceed £100,000 (excluding interest and costs) we are required to provide details of the likely costs. Our costs for these services shown herein are designed for straightforward, undisputed debts. If a claim is disputed or complete the costs may exceed the sums shown in this section but you will be provided with an estimate of costs to Trial before we commence any claim.

This pricing information complies with the SRA Transparency Rules. The fees set out below are indicative fees based on our experience of similar matters. Actual costs may vary depending on the complexity of your case. All fees are exclusive of VAT at the prevailing rate (currently 20%), unless stated otherwise. VAT is not recoverable from the debtor in all cases.

Key Stages of a Debt Recovery Matter and Our Pricing

We break down our likely fees into the following standard stages. Each stage includes the work described below. If the debtor pays early, you only pay for the stages completed. Disbursements (costs payable to third parties, such as court fees) are shown separately and are payable in addition to our fees and we will always require these to be paid on account.

We have divided the costs into three bands to align with likely allocation and provide the pre action, issue and default/summary judgment costs only;

1. Claims up to £10,000 – these will usually be allocated to the Small Claims Track and legal costs are not commonly recoverable other than court fees. It might not be suitable for you to engage solicitors on debt claims of this level.
2. Claims of £10,001 to £25,000 – these will usually be allocated to the Fast Track and fixed costs will apply pursuant to CPR 45.44 PD 45 Table 12. Our costs may exceed the recoverable costs.
3. Claims of £25,001 to £100,000 – these will usually be allocated to the Intermediate Track and are subject to fixed costs pursuant to CPR 45.46 and PD 45 Table 14. Our costs may exceed the costs recoverable.

1. Claims up to £10,000 – money only

Stage	Description	Our Fee (excl. VAT)	Disbursements/Court Issue Fee
Letter Before Claim	Full pre-action protocol letter plus review of documents	£350 – £500	None unless specific form of service is required eg. process server/recorded delivery
Issuing Claim	Prepare & issue claim (Money Claim only)	£450 – £750	Court fee £35 – £455
Default	Request judgment if no	£70 - £100	None



Judgment	response		
Evidence and witness statements	Prepare witness statements and exhibits to support claim in a Trial compliant format	£350 - £1,800	None
Trial	Prepare Trial Bundle and instructions to counsel	£350 - £650	Court Fee for Hearing £27 – £346. Barrister for Trial £650 - £1,500 plus VAT (estimate, TBC)

2. Claims £10,001 – £25,000 – money only

Stage	Description	Our Fee (excl. VAT)	Court Issue Fee
Letter Before Claim	Detailed LBC plus evidence review	£850– £3,200	None
Issuing Claim	Prepare claim & particulars, issue via CCBC/online	£2,500 - £4,500	5% of the sum claimed including interest. It may be appropriate to instruct counsel to prepare the particulars of claim which will incur a further charge
Default Judgment	Request judgment	£90 - £100	None if made by request
Summary Judgment (if needed)	Application & supporting witness statement	£1,250 – £2,500	£308 application fee and possibly counsels fee to attend a hearing
Case Management	Review Defence (not Counterclaim), consider directions, file directions questionnaire and seek to agree directions (without a hearing)	£1,500 to £3,500	None
Disclosure	Provide guidance and advice on documents which must be disclosed, prepare list of documents, provide inspection to Defendant, consider Defendants documents and inspection (excludes specific disclosure applications)	£1,500 - £8,000	None
Witness Evidence	Prepare own witness statements and review Defendants witness statements	£1,500 - £15,000	None
Trial Prep	Prepare Trial Bundle and summaries, instruction to Counsel (attendance not included)	£1,500 to £6,000	Court fee £619. Barristers fee for Trial approx £2,500 to £8,000 (TBC)



3. Claims £25,001 – £100,000

Stage	Description	Our Fee (excl. VAT)	Court Issue Fee
Letter Before Claim	Comprehensive LBC, evidence bundle, interest calculations	£950 – £3,500	None
Issuing Claim	Draft detailed particulars of claim, issue at court	£3,500 – £8,500	5% of the sum claimed including interest and possibly counsels fee for drafting particulars of claim
Default Judgment	Request judgment + costs	£300 – £500	None if made by request
Summary Judgment (if required)	Full application, witness evidence, skeleton argument	£2,500 – £4,500 (or hourly)	£308 – £545 hearing fee
Case Management	Review Defence (not Counterclaim), consider directions, file directions questionnaire and seek to agree directions (without a hearing)	£1,500 to £3,500	
Disclosure	Provide guidance and advice on documents which must be disclosed, prepare list of documents, provide inspection to Defendant, consider Defendants documents and inspection (excludes specific disclosure applications)	£2,500 - £10,000	
Witness Evidence	Prepare own witness statements and review Defendants witness statements	£2,500 - £18,000	
Trial Prep	Prepare Trial Bundle and summaries, instruction to Counsel (attendance not included)	£2,500 to £8,000	

Notes on Fees and Disbursements

- Estimate only:** the above is only an estimate of the costs for simple debt collection claims. The actual costs will depend upon the time spent and the fee earners working on the matter and may be higher or lower than the above estimates. The cost estimates do not include any costs for receiving and responding to a Defence or a counterclaim, Case management hearings, any applications or requirements for expert's report. On all occasions where a claim is disputed costs will exceed the sums shown above based upon the time spent at our hourly rates (as amended from time to time). There are additional court fees payable for applications, Trial hearing fees, experts reports and barristers. For all Fast Track and Intermediate Track matters you will require a barrister for the Trial;
- Basis of Charging:** these are approximate fees for standard work, actual costs will be based upon time spent and hourly rates. Our hourly rates range by experience from £150 - £375 per hour (plus VAT), depending on fee earner seniority and you will be informed at the outset which fee earner has conduct of your matter and the applicable rates;



- **Recoverability:** under fixed costs rules (CPR Part 45), you may recover some or all of our fees and disbursements from the debtor if successful, but this is limited. We cannot guarantee full recovery. Small claims matter do not tend to permit cost recovery. Fast Track and Intermediate Track are subject to fixed recoverable costs based on track, stage and value. Our fees and disbursements may exceed the sums you can recover;
- **Payment Terms:** we require disbursements to be paid on account in advance, and we issue regular (usually monthly) invoices for our time/fees payable on presentation of our invoices. Interest on unpaid invoices at 8% above Bank of England base rate will accrue if invoices are not paid within 30 days;
- **Payment plans:** we are open to discussing fixed fees and/or regular monthly payment plans if circumstances make this appropriate.

Websites

Details of Court fees can be found at:

<https://www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50/civil-court-fees-ex50>

Details of Part 45 of the CPR and the recoverable costs table can be found at;

<https://www.justice.gov.uk/courts/procedure-rules/civil/rules/part45-fixed-costs>

<https://www.justice.gov.uk/courts/procedure-rules/civil/rules/part45-fixed-costs/practice-direction-45-fixed-costs#12>