

Debt Recovery - Costs Schedule 2016

Letter of Claim

We do not charge for sending a Letter of Claim. We charge commission on any sum recovered prior to the commencement of legal proceedings. If the debt is paid by instalments and we collect these on your behalf we charge commission or £20, whichever is the higher, on each instalment collected.

Debt balance	Commission
£0-£1000	15%
£1000.01-£10000	10%
£10000.01 +	5%

If you withdraw your instructions, or the debt is not payable (for example as a result of your error) we charge an admin fee of £75 or half of the commission due (whichever is the higher). Once legal proceedings have been instigated, the costs will be as follows (please also see footnotes):

Issuing County Court Claim

Debt balance	Court Fee *	Fixed costs *	Fixed charge
Up to £300	£35	£50	£25
£300.01-£500	£50	£50	£25
£500.01-£1000	£70	£70	£50
£1000.01-£1500	£80	£80	£75
£1500.01-£3000	£115	£80	£150
£3000.01-£5000	£205	£80	£250
£5000.01-£10000	£455	£100	£450
£10000.01-£200000	5% of value claimed	£100	To be agreed
£200000.01 or over	£10000	£100	To be Agreed

Obtaining Judgment

These will be based on Fixed costs (subject to any response):

- No Reply - £22 * for all claims up to £5000 - £30 * for claims over £5000
- No Defence - £25 * for all claims up to £5000 - £35 * for claims over £5000
- Admission - £40 * for all claims up to £5000 - £55 * for claims over £5000
- Determination - £50 * for all claims up to £5000 - £70 * for claims over £5000

Enforcing Judgment

Enforcement Method	Court Fee *	Fixed costs *	Fixed charge
Warrant of Control (County Court bailiffs)	£100	£2.25	£50
Writ of Control (High Court)(over £600)	£60	£51.75	£75 abortive fee per address
Attachment of Earnings	£100	£8.50	£100
Order to attend court for questioning	£50	£15 per ½ hour	£50
Third Party Debt Order	£100	£98.50	£50

Charging Order

Charging Order	Court Fee	Fixed costs *	Fixed charge
Charging Order Application	£100 *	£110	£150
Application to amend restriction - to require consent instead of notice to give better protection where charge is against 1 joint owner	£45		£50
Registration of Interim Charging Order, or Registration of amended Interim Charging Order	£40 * £90		£50
Registration of Final Charging Order, or Registration of amended Final Charging Order	£40 * £90		£50

Costs on Issue of a Winding-up Petition *

Only on uncontested debts of over £750.

Court fee	£280
Official Receiver's Deposit	£1350
Company Documents	Circa £10
Personal Service	£100 approx
Advertisement in London Gazette	£67.50
Attendance at Hearing (each)	£85
Professional Fees	Time costs basis

Costs on Issue of a Bankruptcy Petition *

Only on uncontested debts of over £750.

Statutory Demand	£150
Personal Service	£100 approx
Bankruptcy Searches	£5
Court fee	£280
Official Receiver's Deposit	£825.00
Personal Service	£100 approx
Attendance at Hearing (each)	£75
Professional Fees	Time cost basis

Defence

If a Claim is defended or Winding Up or Bankruptcy proceedings are contested you will be charged an hourly rate on a time spent basis.

Hourly rates

Nigel Whitfield - Head of Debt Recovery	£275
Daniel Elsworth	£140
Sarah Carter	£130
Stephanie Pollard	£95
Emily Gee	£80

Please note that these costs are recoverable if successful.

VAT - Please note that the above fees/costs are not inclusive of VAT.

Costs are correct as at 6th January 2016 and are reviewed annually. Disbursements are subject to change.