

Costs per stage for asb law to deal with recovery of debts up to £100,000

Stage	Our Fees	Court Fees
Letter Before Action	£250 + VAT	N/A
Issue Proceedings	£250 + VAT	Up to 5% of the value of the claim
Judgment in Default	£100 + VAT	N/A
Enforcing the Judgment		
Charging Order (**)	£450	£110
Attachment of Earnings (**)	£250	£110
Third Party Debt Order (**)	£400	£110
Application to obtain information (**)	£250	£55
Warrant (Sheriff Enforcement) (***)	£150	£66 - £110

What is not included in our fixed fees

Please note that any non-standard correspondence (i.e. anything outside the standard process set out below including any negotiations) with you, the debtor or a third party which fall outside of the above scope may be charged on a time spent basis unless otherwise agreed.

** Up to and including the first hearing only. All hearings will be attended by an agent and charged as an additional disbursement. Typically, agents fees range from £150-£300 for attendance at a single hearing.

*** The Sheriff will attend the address of the debtor to attempt to secure payment or take possession of property belonging to the debtor. An abortive fee of £75 will be charged in the event of an unsuccessful execution.

For full details of **Court Fees** please visit [link to Court Fees website](#).

Based on the above pricing, the fees charged for a typical action to recover an undisputed debt will be between £250 and £1,050 plus VAT and disbursements.

Please note that the costs information provided above is generalised information regarding costs. If you have any specific queries or questions, please contact us – we would be happy to discuss and provide you with personalised information tailored to your particular matter.

Key stages in debt recovery process

- The process usually starts by sending a letter before action to your debtor. We will report to you and advise you on the response received, collect payment of the debt or agree payment terms if appropriate (any negotiations will fall outside of our fixed costs set out above).
- If we do not receive a response and the debtor fails to make the payment the next stage is likely to be to issue proceedings.

- This will involve preparing a Claim Form and Particulars of Claim, issuing the claim and arranging for service (which is likely to be undertaken by the Court). An issue fee will be charged by the Court which we will re-charge to you as a disbursement.
- If no acknowledgment of service is filed and/or the claim is not defended but the debt is not paid in full we will request judgment in default. Once we have received the judgment, we will report back to you and discuss enforcement options.
- Enforcement is the process required to secure payment of your debt or obtain security for the sums owed to you. The options are as set out in our pricing structure above. We may also consider insolvency action against the debtor but this falls outside our pricing structure above.

Debt recovery team

Our debt recovery team has over 20 years of collective experience in delivering high quality work in relation to debt recovery and litigation. We have 10 members of the team who may work on your matter. In order to help manage costs, undisputed cases will typically be dealt with by a trainee solicitor, paralegal or junior solicitor under supervision of a partner. Disputed debts will usually be dealt with by more senior members of staff. The debt recovery team is supervised by [Andrew Frake](#), Partner, Dispute Resolution.

Profiles of our [debt recovery team](#) are available on our website under Dispute Resolution. If you have any queries, please contact [Michael Olley](#), Solicitor, Dispute Resolution.

Factors that can make a claim more complex and affect pricing

For disputed debts we will seek to agree a fee arrangement that suits your needs. In many cases this will be on a fixed-fee basis, but those fees will vary depending on various factors including:

- Value
- Complexity
- Urgency
- The nature and location of the Defendant
- The tactical approach adopted

How long will it take to recover the debts?

For undisputed debts, it usually takes between 2 and 12 weeks from receipt of instructions from you to receipt of payment from other side, depending on whether or not it is necessary to issue a claim.

This is on the basis that the other side pays promptly on receipt of judgement in default. If enforcement action is needed the matter may take substantially longer to receive.