



Standard Debt Collection Charges 2021

For straight forward debt recovery instructions, the following fixed charges apply:

LETTERS BEFORE ACTION FOR DEBTORS BASED IN ENGLAND & WALES:

Sending a 7 day demand letter (company) or, 30 day letter of claim (individual) Includes initial searches to identify the debtor, receiving response and/or payment, reporting to you and seeking your instructions	£25
Pre-action protocol correspondence including 14 day notice of intention to issue	From £50 to £150
Pre-legal communication, including emails/letters and/or telephone conversations with you/your debtor leading to part or full settlement	From £50 to £150
Preparing and finalising any settlement agreements	£100
Providing advice/merits of the case on dispute raised at pre-legal stage for debt over £10,000, the case will automatically be referred to our Dispute Resolution Team, a member of the team will contact you prior to work being carried out providing their hourly rate to deal with the dispute and/or counterclaim	Costs estimate will be provided. Hourly rates range from £170 to £380

CLAIM FORMS, SETTLEMENTS AND JUDGMENTS

Preparing and issuing Claim Form (excluding court fees) including entering Judgment	£125
Preparing straight forward settlement agreement, Consent Order or, Tomlin Order (excluding court fees)	£150
Preparing applications to court to amend proceedings, seek an extension of time or adjournment along with any application to set Judgment aside (excluding court fees)	£150
Filing a Notice of Discontinuance for any reason	£50

CLAIM FORMS, SETTLEMENTS AND JUDGMENTS – OUT OF JURISDICTION (SCOTLAND AND NORTHERN IRELAND ONLY)

Preparing and issuing Claim Form (excluding court fees) and Out of Jurisdiction Notice, and arranging service of Claim Form	£140
Preparing and filing application for Judgment along with an application seeking permission out of jurisdiction, affidavit of service of proceedings (excluding court fees)	£150
Preparing straight forward settlement agreements, Consent Order or Tomlin Orders (excluding court fees)	£150
Preparing application to court to amend proceedings, seek an extension of time or, adjournment along with any application to set Judgment aside (excluding court fees)	£150
Preparing certificate of money provisions after Judgment awarded by the court to enable the Judgment to be registered and enforce outside England/Wales (excluding court fees)	£120

ENFORCEMENT OF JUDGMENT

(Excluding all court fees, service fees and Enforcement Agents fees)

County Court Bailiff – Warrant of Control (for Judgments less than £600) to seek removal of goods	£100
High Court Enforcement Agent – High Court Writ of Control (for Judgments more than £600) to seek removal of goods	£125
Attachment of Earnings Application - if you know your debtor is employed	£150
Order for Debtor to attend court for Questioning (to disclose income and expenditure)	£125
Charging Order Application	£450
Third Party Debt Order (order to bank to remove funds if account in credit)	£450
Re-issuing Request for Warrant of Control and/or Attachment of Earnings Application	£50
Re-issuing Request for High Court Writ of Control and/or Order for debtor to attend court for questioning	£75

DEFENDED – SMALL CLAIMS FOR CLAIMS UNDER £10,000

<p>Completing and filing the Directions Questionnaire, organising Mediation via Small Claims Mediation Service (excluding attending the actual Mediation Appointment as court require Claimants in person to be available), offering advice and guidance through mediation process and/or negotiating settlement</p>	<p>£300</p>
<p>If no settlement is reached at mediation or no mediation takes place and the claim is allocated to the Small Claims Track, guidance will be provided to assist you in your preparation of witness statements and bundle of documents, filing and serving your witness evidence and document bundle at Court and on the other side, arranging representation at the hearing if required (excluding hearing fees or, agents fees)</p>	<p>£550</p>
<p>Our fixed costs over and above Stages 1 & 2 above</p> <ul style="list-style-type: none"> a) Preparing straightforward Consent Order or Tomlin Order b) Filing and serving a Notice of Discontinuance or Notice of Change 	<p>£125</p> <p>£50</p>
<p>Please note</p> <p>Exclusions – preparation of amended statements of case; instructions to counsel; adjournments of the small claims hearing and interim applications; preparing settlement agreements; advising on the merits of the claim; settlement discussions which take place during Stage 2.</p>	<p>We will advise you of the costs of undertaking these steps should the need arise.</p>

DEFENDED CLAIMS FOR CLAIMS OVER £10,000

<p>The case will automatically be referred to our Dispute Resolution Team, a member of the team will contact you prior to work being carried out providing their hourly rate to deal with the defended action and/or counterclaim received</p>	<p>Costs estimate will be provided.</p> <p>Hourly rates range from £170 to £380</p>
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INSOLVENCY – BANKRUPTCY (AGAINST INDIVIDUAL) FOR CLAIMS OVER £5,000

<p>Preparing and arranging service of 21 Day Statutory Demand (excluding process servers fees)</p>	<p>£175</p>
<p>Preparing, issuing and arranging service of Bankruptcy Petition (excluding deposit, court fees and all other disbursements incurred) Straight forward matters only</p>	<p>£850</p>
<p>Preparing application for substituted service and/or adjournment of hearing (excluding court fees)</p>	<p>£150</p>
<p>Preparing and attending remote bankruptcy hearing</p>	<p>£150</p>
<p>If the case becomes disputed for any reason the file will be automatically referred to our Dispute Resolution or Insolvency Team, a member of the team will contact you prior to further work being carried out providing their hourly rate</p>	<p>Costs estimate will be provided.</p> <p>Hourly rates range from £170 to £400</p>
<p>Dealing with notification of insolvency proceedings, filing proxy forms and proof of debt forms</p>	<p>£75</p>
<p>Filing and serving Notice of Intention to Support a Petition</p>	<p>£75</p>

INSOLVENCY – WINDING UP (AGAINST LTD/LLP/PLC) FOR CLAIMS OVER £750

Preparing and arranging service of 21 Day Statutory Demand (excluding process servers fees)	£175
Preparing, issuing and arranging service of Winding Petition (excluding deposit, court fees and all other disbursements incurred) Straight forward matters only	£850
If the case becomes disputed for any reason the file will be automatically referred to our Dispute Resolution or Insolvency Team, a member of the team will contact you prior to further work being carried out providing their hourly rate	Costs estimate will be provided. Hourly rates range from £170 to £400
Dealing with notification of insolvency proceedings, filing proxy forms and proof of debt forms	£75
Filing and serving Notice of Intention to Support a Petition	£75

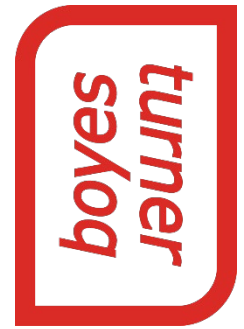
MISCELLANEOUS CHARGES

Instructing Trace Agents, Land Registry searches, Bankruptcy searches or Winding up searches (online or by telephone)	£25.00
Costs for monitoring, chasing and collecting instalments and accounting to you	2.5% of the debt recovered

LEGAL REPRESENTATION COSTS AWARDED ON CLAIM FORM, JUDGMENT, WARRANT OF CONTROL OR HIGH COURT WRIT OF CONTROL

These will be billed to you upon recovery, on receipt of Defence, or upon closure of the file.

Debts between £25-£500	£50
Debts between £500-£1000	£70
Debts between £1000-£5000	£80
Debts between £5000 +	£100
Judgments depending on the size of the debt and any response to Claim Form received by way of an Acknowledgement of Service, Defence, Part Admission, Full Admission	Between £22 and £40
Warrant of Control – County Court Bailiff	£2.25
Writ of Control – High Court Enforcement Agent	£117.75



LATE PAYMENT COLLECTION COSTS – claimed under the Late Payment of Commercial Debts Regulations 2013 and will be billed on recovery

Debts between £0-£999.99	£40
Debts between £1000-£9999.99	£70
Debts £10,000 and above	£100

PLEASE BE ADVISED IN RELATION TO THE ABOVE

VAT will be charged in addition on all fixed costs as stated above other than non VATable disbursements ie. Court fees and land registry fees.

Court fees and/or all relevant disbursements must be paid on account unless a specific agreement has been reached with you

Hourly charge out rates for any member of the Debt Recovery team will be £190 plus VAT per hour (if applicable)

You will not be charged for routine photocopying or scanning unless otherwise advised

These charges apply for routine debt collection matters only

Effective as of 19th April 2021

COUNTY COURT FEES

The court fee is based on the amount being claimed (inclusive of interest)

Claim amount	Court fee	CCBC
Up to £300	£35	£25
£300.01 to £500	£50	£35
£500.01 to £1000	£70	£60
£1000.01 to £1500	£80	£70
£1500.01 to £3000	£115	£105
£3000.01 to £5000	£205	£185
£5000.01 to £10,000	£455	£410
£10,000.01 to £100,000	5% of claim	4.5% of claim
£100,000.01 to £200,000	5% of claim	Not applicable
More than £200,000	£10,000	Not applicable

Hearing fees

Small Claims Track where the amount claimed is:

Claim amount	Court fee
Does not exceed £300	£25
between £300.01 and £500	£55
between £500.01 and £1,000	£80
between £1,000.01 and £1,500	£115
between £1,500.01 and £3,000	£170
more than £3,000	£335

Applications

Claim amount	Court fee
On an application on notice	£255
Application to set aside Judgment	£255
Application by Consent	£100

Enforcement

Claim amount	Court fee	CCBC
On sealing a Writ of Control	£66	
Warrant of Control	£110	£77
Order for Questioning	£55	
Order for Third Party Debt	£110	
Order for Attachment of Earnings	£110	
Charging Order Application	£110	
Re-issue of Warrant of Control	£33	

Insolvency court fees

Bankruptcy issue fee	£280
Bankruptcy Official Receivers Deposit	£990
Total	£1270

Winding up issue fee	£280
Winding up Official Receivers Deposit	£1600
Total	£1880

Advertisement fee	£84.60 plus VAT
Bankruptcy search fee	£2
Counsel's fee	£75 plus VAT

Miscellaneous fees

Trace agent fees	From £25 to £50 plus VAT (on a no trace no fee basis)
Process server fees	From £75 to £250 plus VAT (varies)
Debit/Credit card transaction fees	Range from 0.2% to 2.25%