

Debt Recovery Services

We provide high-quality debt recovery services to clients whether they hold secured or unsecured debt. We have particular expertise and experience with regard to the recovery of licensed/leisure industry, banking and commercial property debt. We set out below brief details regarding our relevant cost structures for business clients for this type of work and other factors that may need to be taken into account when assessing overall potential costs. If you have any queries or require any further information, please contact our Partner in charge of recovery services, **Stephen Groves**, on the contact details below.

Our legal costs include:

- Taking instructions and reviewing documentation as necessary to pursue the claim.
- Undertaking appropriate HM Land Registry ownership searches against the debtor's linked addresses.
- Commissioning trace and/or pre-sue (status) enquiries in relation to the debtor where necessary.
- Undertaking appropriate insolvency searches against the debtor. If the debtor is insolvent or financially distressed, the prospect of a successful recovery may be substantially prejudiced
- Sending a letter before action.
- Receiving payment and forwarding this onto the client.
- Negotiating and monitoring instalment arrangements.
- If the debt is not paid further to service of a letter of claim, drafting and issuing formal court proceedings and/or where applicable, serving the debtor with a statutory demand.
- Where no acknowledgement of service or defence is received, applying to the court to enter judgment in default.
- When judgment in default is received, contacting the debtor to further request payment.
- If payment is not received within 14 days or the debt is disputed, providing the client with advice on next steps and updated costs information.

Timescales

We aim to process all instructions within 48 hours of receipt. The actions taken will determine the time it takes to resolve a matter. Straightforward matters should be concluded anywhere between 2 - 8 weeks, but the process may be longer if further action is required.

Explanatory Notes

Anyone wishing to proceed with a claim should note that:

- The vat element of our fee may not be reclaimable from the debtor.
- Interest may take the debt into a higher banding with a higher cost.
- In normal cases the expectation is that the debtor will pay some of your costs. However, this may not be possible. We will seek to recover whatever costs we can on your behalf but please note that you will remain liable for our costs and charges irrespective.

- We are happy to discuss our costs structure with regard to receipt of volume instructions. Please speak to Stephen Groves if you have more than one debt to collect at any time. Stephen's contact details are below. We are happy to provide written cost quotations/estimates on request.
- The services set out below are not intended to be an exhaustive list of the legal services we are able to offer. If the service required is not listed below, quotes are available on request.
- Fees quoted are exclusive of disbursements (for example Court fees¹, Process Server's fees, Enquiry Agents Fees⁵, Bailiff's/Sheriff's fees, HMLR fees) save where otherwise stated.
- Standard Hourly Rates² shall apply where indicated and where there is sufficient surplus on recovery or costs are recoverable by Court Order, otherwise fixed costs in paragraph 1 below shall apply.
- In the event of defended proceedings or work being carried out not listed below (for which quotes/estimates are available in advance on request), Standard Hourly Rates shall apply² unless recovery of costs (where applicable) is not possible, in which event Reduced Hourly Rates² shall apply. We will discuss with you any further work required and provide revised advice about costs as necessary.
- All fees quoted are subject to applicable vat and disbursements.

Unsecured Recoveries

A sum equal to 10% of gross sums recovered together with:

a. **Initial & Court Action**

- i. Review of documentation, preparation and service of letter before claim £125
- ii. To commissioning trace and/or pre-sue enquiries £50
- iii. Issuing Court Proceedings and requesting Judgment in default (unsecured debts):

DEBT AMOUNT	UP TO £500	£500.01- £1000	£1000.01- £5000	£5000.01- £15,000	£15,000+
	£125	£150	£225	£325	£475

b. **Post Judgment Enforcement Proceedings**

- i. Instructing Bailiff/HCEO to enforce monetary judgment £111.75
- ii. Charging Order Applications £250
- iii. Applying for Order for Sale of Charged Property £500
- iv. Applying for Third Party Debt Order £150
- v. Application for Order to Obtain Information £150
- vi. Applying for Attachment of Earnings Order £150

c. **Insolvency Proceedings**

- i. Preparing and Serving Statutory Demand £220
- ii. Securing Bankruptcy Order £450³

iii. Securing Winding Up Order £550⁴

Secured Recoveries

- Pre-appointment/validity advice - Administration/LPA Receivership

Corporate Borrower	£675
Individual/Partnership Borrower	£575
- Report on Title

Freehold registered title	≥£500
Freehold unregistered title	≥£550
Report on Lease (if applicable, for example, sitting tenant)	≥£500
- Redemptions (uncontested) £450
- Preparation of Deed of Appointment (LPA Receivership) £225
- Preparation of Appointment Documentation (Administration - out of Court) £450

Contact Details

Please contact our Partner in charge of recovery services, **Stephen Groves**, about any issues you may have. Stephen's contact details are:

t: 01527 362720

e: stephen.groves@jonesgroves.co.uk

w: www.jonesgroves.co.uk

a: 2 Aston Court, Bromsgrove Technology Park, Bromsgrove, B60 3AL

¹ Current Court fees

1.1. <u>Issue Fee</u>	<u>Amount Claimed</u>	<u>Fee</u>
	not>£300	£35
	not>£500	£50
	not>£1,000	£70
	not>£1,500	£80
	not>£3,000	£115
	not>£5,000	£205
	not>£10,000	£455
	£10,000-£200,000	5% of value of claim
	over £200,000	£10,000
	non-monetary	£391
1.2. <u>Hearing Fees</u>	Small Claims	£27-£346
	Fast Track	£545
	Multi Track	£1,175
1.3. <u>Enforcement Fees</u>	Charging Order	£131
	Third Party Debt Order	£131
	Order to obtain information	£65
	Attachment of Earnings	£131
	HCEO	£78

² Hourly Rates

<u>Status</u>	<u>Standard Hourly Rates</u>	<u>Reduced Hourly Rates</u>
Partner	£275	£225
Solicitor	£195	£165
Paralegal	£150	£125

³ Court fees of £332; Trustees deposit £1500; Process Servers Fees (see below)

⁴ Court fee - £332; Liquidators deposit - £2600; Process Servers Fees (see below), Advertisement Costs (variable)

⁵ Average Process Server/Enquiry Agent Fees

5.1	Service of documents	-	£85
5.2	Trace	-	£70 ('no trace, no fee')
5.3	Pre-sue/status enquiries	-	£125