

Costs Information¹ – Debt Collection Fees

Fixed Fees Schedule²

1.	Pre-action	Fees	Disbursements
1.1	Amounts under £5,000	£500	£Nil
	To include:		
	<ul style="list-style-type: none"> • Opening of file • Receipt of instructions • Companies House enquiry/Verification of debtor's address • Demand letter to debtor • Report to client 		
1.2	Amounts from £5,000 to £10,000	£950	£ Nil
	To include:		
	<ul style="list-style-type: none"> • Opening of file • Receipt of Instructions • Companies House Enquiry/Verification of debtor's address. • Demand Letter to debtor • Report to Client 		
1.3	Amounts above £10,000	£1,500	£Nil
2.	Court proceedings	Fees	Court fee + disb.
(a)	Amounts greater than £1,000 but no more than £10,000		
	Default Judgment	£900	£80- £455
	Defended Case	Hourly rates*	£80 -£455**
(b)	Amounts greater than £10,00 but no more than £25,000		
	Default Judgment	£1,750	5% of the value of the claim
	Defended Case	Hourly rates*	5% of the value of the claim**
(c)	Amounts over £25,000		
	Default Judgment	£2,750	£10,000
	Defended Case	Hourly rates*	£10,000**

See below for example of court fees payable.

¹ Provided in compliance with the Solicitors Regulation Authority's (SRA) Transparency Rules.

² VAT (if applicable) at the current rate (20%) is payable in addition.

3. Insolvency³ proceedings

3.1 Statutory demand

(a)	Limited Company	£1,975	Service fee
(b)	Individual (over £5,000)	£1,975	Service fee

3.2 Petition for bankruptcy/winding-up

£2,500

Service fee
+ Court fee and Deposit
+ Disbursements

4. Enforcement (High Court)

Fees

Court fee (approx)**

(a)	Registration of Foreign Judgment ⁴ obtained within the EU	£1,750	£71.00 to be advised (Annex 1 Certificate – no Court fee)
(b)	Registration of Foreign Judgment obtained outside the EU	Hourly rates*	£71.00 to be advised
(c)	Writ of Control (High Court) ⁵	£850	£71.00 (sealing fee in High Court) **£90.00 (Notice of intended visit)**
(d)	Judgment Mortgage/Charging Order	£1,750	*£119 plus service fees
(e)	Third Party Debt Order	£1,750	*£119 plus service fees
(f)	Order to obtain Information from Debtor	£1,750	*£59 plus service fees
(g)	Attachment of Earnings	£1,750	*£119 plus service fees

Counsel's fees may be an extra item of outlay but it should be noted that Counsel may not be required unless the matter is complicated or if there is a lengthy court hearing.

If any case is withdrawn or settled prior to judgment being obtained, the minimum fee applicable will be payable in the event that we have issued a Claim Form.

* Hourly rates. If a case becomes defended, we will write to you setting out our hourly rates.

** Court fees. Further court fees payable at various stages. We will write to you setting out the relevant court fees in addition to our hourly rates above.

The court fees are correct as of 1 June 2023. If the fees are increased, we will advise you of this.

Value of claim				Fee payable
Up to	£300			£35
Greater than	£300	But no more than	£500	£50
Greater than	£500	But no more than	£1,000	£70
Greater than	£1,000	But no more than	£1,500	£80
Greater than	£1,500	But no more than	£3,000	£115
Greater than	£3,000	But no more than	£5,000	£205
Greater than	£5,000	But no more than	£10,000	£455
Greater than	£10,000	But no more than	£200,000	5% of the value of the claim
Greater than	£200,000			£10,000

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³ Bankruptcy is against an individual. Winding-up is against a company.

⁴ Please note that registration may have to be followed up by enforcement which is charged separately if the debtor does not pay.

⁵ Enforcement against goods.