

**DEBT RECOVERY FEES FOR DEBTS UP TO £100,000**

Our separate guide details the procedures you can expect in any debt recovery action. Below are the fees that we will charge to you for each step in that process. They apply where you are seeking to recover an undisputed debt from a business.

**Stage (1) – our fees for sending a formal letter claiming repayment of the debt**

Debt value	Our fees (excluding VAT)
Up to £3,000	£60 plus VAT
£3,001 - £5,000	£90 plus VAT
£5,001 - £10,000	£120 plus VAT
£10,001 - £25,000	£150 plus VAT
£25,001 - £50,000	£200 plus VAT
£50,001 to £100,000	£250 plus VAT

If the debtor is an individual/sole trader, an additional charge of £80 plus VAT will apply.

Extra charges will apply if you require:-

- credit searches, traces or asset reports, to see if the debtor is worth pursuing. The cost of asset reports varies depending on the amount of detail sought, but they can typically cost upwards of £300 plus VAT. Credit searches cost much less.
- an initial meeting or further advice either before or after the letter is sent to discuss options generally. All information we require for the letter will already be to hand in what you have sent us (i.e. the statement of account), so a meeting is not usually necessary. The fee for any such meeting (if requested) is charged as an extra, at an hourly rate of between £250-£300 plus VAT per hour.
- advising you on the validity of any dispute or defence which may be raised by the debtor in response to the letter at this stage.

### **Stage (2) – Issue proceedings in the county court leading to a CCJ**

Our fees for issuing proceedings are:

<b>Debt value (including interest)</b>	<b>Our fees (excluding VAT)</b>	<b>Court issue fee (payable to HMCTS - no VAT)</b>
Up to £3,000	£120 plus VAT	£35 - £115 (in bands) <sup>1</sup>
£3,001 - £5,000	£200 plus VAT	£205
£5,001 - £10,000	£300 plus VAT	£455
£10,001 - £25,000	£450 plus VAT	5% of the claim including interest
£25,001 to £50,000	£550 plus VAT	5% of the claim including interest
£50,001 to £100,000	£750 plus VAT	5% of the claim including interest

### **Stage (3) – Entry of a county court judgment (the CCJ)**

If we can enter judgment, our charges will be £75 plus VAT.

#### **Our team**

Debt recovery and disputes are handled by Patrick Farrington and headed by Joanne Davies, partner.

Patrick Farrington is an Associate with over 30 years' experience in a broad range of matters, but particularly focusing on dispute resolution and company and commercial work. Patrick is an authorised High Court Enforcement Officer, making him one of only a handful of people in England and Wales to be both a practicing solicitor and HCEO. His hourly rate is £250 plus VAT.

Joanne Davies qualified in 1994 and has years of experience firstly in large Birmingham law firms and in house, before joining Keelys in 2018 and becoming Partner and Head of Litigation in 2019. She has handled a vast array of cases for clients ranging from private individuals to large plcs in all aspects of litigation. Her hourly rate is £300 plus VAT.

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<sup>11</sup> For the exact court fees payable, see [www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50](http://www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50)