



Debt-Claims Price List

Debt-Claims provides a dedicated fixed fee service across all key stages of the UK debt recovery process such as Late Payment Demands, Letters Before Action, Issuing Court Claims, obtaining a County Court Judgment (CCJ), enforcement of CCJs, and if necessary, Insolvency Proceedings.

This document has been prepared in order to provide a transparent overview of the fixed cost services that we provide, detailing:

1. The four stages of debt recovery
 - 1.1. Pre-legal
 - 1.2. Issuing proceedings
 - 1.3. Obtaining a judgment
 - 1.4. Enforcement of a judgment
2. Defended/litigated work, commercial litigation & legal advice
3. Additional services
4. Further information

There are no hidden fees/subscriptions when you sign up to the Debt-Claims portal and we charge* based on the services we provide and the instructions you give us. For further information or enquiries as to any other legal services that you may require, please do not hesitate to contact us directly.

*All Debt-Claims fees are subject to V.A.T. at 20%. Court Fees, such as issue fees, hearing fees, and application fees do not attract V.A.T.

1. The four stages of debt recovery

1.1. Pre-Legal Correspondence

Late Payment Demand (LPD) Low cost fixed fee demand letters	
Late Payment Demand (LPD) - Email only (one address)	£2.50 (additional email addresses £0.50 each)
Late Payment Demand (LPD) - Post only (one address)	£5.00 (additional postal addresses £2.50 each)
Late Payment Demand (LPD) - Post and Email (one of each address)	£6.00 (additional addresses £2.50 and £0.50 each (respectively))

- Applicable for business-to-business debts and/or where a Pre-Action Protocol Letter (PAP) has already been sent
- Acts as a quick and cost effective reminder to customers that payment is due
- Interest and compensation can also be claimed (where applicable) if required
- Above price based on instructions being processed through the portal, instructions processed outside of the portal will incur an additional £25.00 (plus VAT) on top of the above set prices
- The LPD instructs the recipient to direct any queries to you. Any correspondence received by us direct, or if you instruct us to carry out further correspondence to the recipient, then a charge of £25.00 (plus VAT) will be charged for each item of correspondence
- Above costs are based on letters up to 40 pages in total, letters over 40 pages will cost an additional £4.00 per postal address up to a total of 120 pages (to reflect printing and postage costs)

Pre-Action Protocol Letter of Claim (LOC) or Letter Before Action (LBA) Fixed fee pre-legal letters compliant with the Civil Procedure Rules (required before proceedings)	
LOC or LBA - Post only (one address)	£12.50 (additional postal addresses £5.00 each)
LOC or LBA - Post and Email (one of each address)	£15.00 (additional addresses £5.00 and £0.50 each (respectively))

- Applicable (and required) where the debt is against either an individual, sole trader or any registered or unregistered business and you intend to issue legal proceedings
- Interest and compensation can also be claimed (where applicable) if required
- Above price based on instructions being processed through the portal, instructions processed outside of the portal will incur an additional £25.00 (plus VAT) on top of the above set prices
- The LPD instructs the recipient to direct any queries to you. Any correspondence received by us direct, or if you instruct us to carry out further correspondence to the recipient, then a charge of £25.00 (plus VAT) will be charged for each item of correspondence
- Above costs are based on letters up to 40 pages in total, letters over 40 pages will cost an additional £4.00 per postal address up to a total of 120 pages (to reflect printing and postage costs)

1.2. Issuing Proceedings

Debt-Claims is a member of the County Court Business Centre (CCBC) based in Northampton. This means that we are permitted to issue claims electronically through a centralised Court Service interface, which typically ensures that claims are issued within 48 hours of being submitted to the CCBC.

Debt Amount	Court Fee	Debt-Claims Fee	Total Costs	Total Costs Recoverable From Defendant
£25.00 - £300.00	£35.00	£100.00	£135.00	£85.00
£300.01 - £500.00	£50.00	£100.00	£150.00	£100.00
£500.01 - £1,000.00	£70.00	£150.00	£220.00	£140.00
£1,000.01 - £1,500.00	£80.00	£160.00	£240.00	£160.00
£1,500.01 - £3,000.00	£115.00	£160.00	£275.00	£195.00
£3,000.01 - £5,000.00	£205.00	£160.00	£365.00	£285.00
£5,000.01 - £10,000.00	£455.00	£200.00	£655.00	£555.00
£10,000.01 - £25,000.00	£5% of total claim	£250.00	*	**
£25,000.01 - £50,000.00	£5% of total claim	£350.00	*	**
£50,000.01 - £75,000.00	£5% of total claim	£450.00	*	**
£75,000.01 - £99,999.99	£5% of total claim	£550.00	*	**

* Court Fee plus Debt-Claims Fee ** Court Fee plus £100.00

- Above price based on instructions being processed through the portal, instructions processed outside of the portal will incur an additional £25.00 (plus VAT) on top of the above set prices
- Only claims issued against defendants domiciled in England or Wales can be issued via the CCBC. If you want to issue proceedings against defendants in both other U.K. jurisdictions, and European/ Worldwide, please contact us to discuss
- Only claims up to a total of £99,999.99 can be issued via MCOL. If you have a higher value claim, please contact us to discuss costs
- Service Level commitment: All instructions received by 2pm will be processed on the same working day

1.3. Obtaining Judgment (CCJ)

Total Claim Amount	Debt Claims Fee	Total Recoverable From Defendant
£25.00 - £5,000.00	£65.00	£22.00 - £55.00*
£5,000.01 or greater	£80.00	£30.00 - £70.00*

* The cost recoverable from the defendant depends on whether judgment was requested in default, by admission, or by determination

- Above price based on instructions being processed through the portal, instructions processed outside of the portal will incur an additional £25.00 (plus VAT) on top of the above set prices
- Above costs do not include summary judgment applications

1.4. Enforcement of a Judgment

Method	Disbursements	Debt-Claims Fee
Issuing warrant of execution to Bailiff via CCBC or other Court (only for judgments up to £5,000.00)	£77.00 - £100.00	£75.00
Certificate to enforce and instruct High Court Enforcement Officer (HCEO)	£71.00	£195.00
Obtaining and Registering a Charging Order (interim and final)	Initial Application Fee £119.00 (various subsequent disbursements might be incurred depending on debtor response)	£350.00
Removing charging order	Various/£POA	£195.00
Third Party Debt Order	Initial Application Fee £119.00 (various subsequent disbursements might be incurred depending on debtor response)	£225.00
Order for Debtor to Attend Court for Questioning	Initial Application Fee £119.00 (various subsequent disbursements might be incurred depending on debtor response)	£225.00
Attachment of Earnings Order (without representation)	Initial Application Fee £119.00 (various subsequent disbursements might be incurred depending on debtor response)	£225.00

- All of the above prices are provided on the assumption that the enforcement action is uncontested and does not fall outside of the normal expected workflow

- The costs recoverable from the debtor vary not only on the method of enforcement, but on the stage at which payment is made and whether further work is required. We will always strive to recover the maximum amount of costs possible
- We will commence enforcement action within two working days of receipt of your instructions; depending on the selected method of enforcement and court availability and workload, the timetable from submission to completion can vary but we will keep you informed regularly of any updates

Insolvency Actions

Across all stages of debt recovery, insolvency proceedings can be instigated without the need for a prior CCJ on undisputed debts.

Insolvency Service	Debt-Claims Fee
Statutory Demands (Individual or Company)	£150.00
Draft Winding Up Petitions*	£350.00
Winding-up Petition (including Company and Court Searches)**	£550.00
Bankruptcy Petition (including insolvency searches)**	£450.00
Taking carriage of an existing petition (including associated amendment of petition and arranging filing/service)**	£550.00
Filing/Serving Notice to Support (or oppose) Winding-up Petition***	£150.00
Adjourned and Additional Hearings****	£100.00 +

- The above costs do not include any fees that are chargeable in respect of service fees, advertisement fees, additional hearing fees, or counsel's opinion/attendance fees. Such fees will be outlined ahead of them being incurred where possible
- All of the above prices are provided on the assumption that the action is uncontested and does not fall outside of the normal expected workflow
- The costs recoverable from the debtor vary not only on the insolvency action, but on the stage at which payment is made and whether further work is required. We will always strive to recover the maximum amount of costs possible

*When you instruct us to prepare a draft winding up petition, we will prepare the petition and send a copy to the debtor requesting payment within 7 days. If you proceed with a full winding up petition, we will take into consideration the £350.00 (plus VAT) fee you have been charged and only a further £200.00 (plus VAT) will be charged to bring to a total of £550.00 (plus VAT). **Winding-up petitions and bankruptcy petitions require you (in addition to a court fee) to pay into the court a deposit (£1,600.00 or £990.00 respectively). If a final insolvency order is not made (for example the debt is paid) then you will receive the deposit refunded by the court (less £50.00). ***If, following a notice of intention to appear (support or oppose) petition, you are given the opportunity to take carriage (become the petitioning creditor) then our fee of £550.00 will apply once carriage is awarded. ****Due to the potentially unlimited number or types of hearing that could occur, it is impossible to give an upper limit until details of the matter and hearing are known

2. Defended/Litigated Work, Commercial Litigation and Legal Advice

Responses to Proceedings – Small Claims

Service	Debt-Claims Fee
Receiving and Dealing with an Acknowledgement of Service	£25.00
Receiving Defence/Part Admission/Admission/States Paid and Providing Details to you	£50.00
Objecting to Instalment Proposal	£65.00
Filing Directions Questionnaire (negotiations/arranging mediation included)	£150.00
Reply to Defence	£250.00 +
Reply to Defence and Defence to Counterclaim	£500.00 +

Handling a standard defendant small claims case where there is not a counterclaim

Amount	Debt-Claims Fee
Up to £5,000.00	£475.00
£5,000.01 - £7,500.00	£975.00
£7,500.01 - £10,000.00	£1,250.00
Adjourned Hearings	£100.00 +
Hearing Fees	£25.00 - £335.00

- Court/agent fee disbursements applicable and will be quoted at time.
- If you receive a defence to your claim and your claim is under £10,000.00 it is likely to be allocated to the Small Claims Track.
- We will file a Directions Questionnaire.
- The timetable for getting to trial will vary depending on the Court workload. However, on average it will usually take up to six months to get to a hearing. We will prepare the witness statements and documents required for the hearing in accordance with the fixed fees set out above. This fee also includes preparing for a hearing and instructing an Agent or Counsel to attend as representation (agent/counsel fees are in addition to our fees as quoted)
- Where a '+' is provided, this denotes that fixed fee quoted can increase depending on the complexity and nature of the circumstances of the case

Commercial Litigation – All Other Disputed Debts

Over the years, more and more clients have told us that what they really want when it comes to litigation services is clear and transparent pricing. So we have developed a range of advisory and dispute resolution services, often with fixed fees so clients have the confidence of knowing right from the outset exactly what the cost is going to be.

Where hourly fees apply, the rates are set out as below.

Rate Per Hour	Court Fee	Claims £0 - £25,000	Claims Over £25,000
Senior Solicitor	A	£225.00	£250.00
Solicitor/Legal Executive	B	£205.00	£225.00
Junior Solicitor/Legal Executive	C	£170.00	£195.00
Trainee Solicitor/Paralegal	D	£130.00	£145.00
Secretary	-	£80.00	£80.00

Band A – Solicitor with 8 years plus post qualification experience and litigation experience.

Band B – Solicitors/Legal Executives with 4 years plus post qualification and litigation experience.

Band C – Other Solicitors/Legal Executives and fee earners of equivalent experience.

Band D – Trainee Solicitors, Paralegals, and other fee earners

Legal Advice

Legal opinion on merits of one case (Case by Case)	
Amount	Our Fee
Up to £10,000.00	From £500.00
£10,000.01 upwards	From £800.00

3. Additional Services

Service	Court/Agents	Debt-Claims fee
Correspondence (see further information)		From £25.00*
Letter chasing Costs and Interest		£50.00
Telephone attendances		£25.00 +
Debtor Payment Processing (first or only payment)		£20.00
Debtor Payment Processing (second or subsequent payments)		£10.00
Dishonoured Debtor Cheque		£15.00
Manual entry of particulars of debt with over 15 transactions		£30.00
Extending writs or warrant of execution	£66.00	£100.00
Re-issuing warrant of execution	£0 - £33.00	£50.00
Service on each additional defendant above two		£15.00
Foreign currency claim UK jurisdiction		£50.00
Taking over of an existing case (includes filing and serving a notice of change of legal representative)		£150.00
Registered office search		£8.00
Tracing debtor (no trace, no fee)		£45.00
Search current Winding Up Petition		£30.00
Notification to CCBC of case closure prior to judgment		£15.00
Consent order (standard, e.g. instalment terms)	£108.00	£100.00 +
Notice of discontinuance/withdrawal		£40.00
Filing Certificate of Service		£25.00
Obtaining HM Land Registry Office Copy Entries	£3.00*	£25.00
Making an Application to Court	£108.00 - £275.00	£175.00 +
Issuing proceedings in the County Court Money Claims Centre	As per CCBC costs. For claims over £99,999.99 the Court fee remains at 5% of the claimed value up to £200,000.00. For claims over £200,000.00, the Court fee is £10,000.00	£200.00 +

*Per item

- Where a '+' is provided, this denotes that fixed fee quoted can increase depending on the complexity and nature of the circumstances of the case
- The above are examples of services that we offer. We are a full service law firm and can offer a whole host of services depending on your needs

4. Further Information

Issuing a Court Claim

Best practice is to serve all proceedings at the registered office of companies or partnerships, or the last known address of individuals. Proceedings can be served at alternate addresses if needs be and we can advise on a case-by-case basis.

The Court will usually serve the claim within five days of issue and the debtor will have 14 days (from the date of service) to deal with the claim (e.g. pay, defend or admit). If proceedings are issued against a party in Scotland or Northern Ireland, service rules and timeline for responding varies.

If the debtor files an Acknowledgement of Service, they will have a further 14 days (i.e. a total of 28 days from the date of service) to file a defence (or other response)). We will inform you of any response to the claim within two working days.

Should the debtor simply ignore the claim, a County Court Judgement (CCJ) can be obtained at the end of the aforementioned period and we will inform you that you can request a CCJ via email and/or the portal.

In the unlikely event that we are required to amend a claim (without application) and then serve that amended claim on the defendant, a charge of at least £50.00 (plus VAT) will be incurred. If an application is required to amend the claim, the usual application fees set out in the section “Additional Services” will apply.

County Court Judgement (CCJ)

When you request Judgment via the portal, you will also have the option to instruct us to Enforce the Judgment at the same time.

If a judgment is requested via the CCBC, Judgment will usually be entered within 48 (business) hours of request.

Once Judgement has been entered, we will proceed with enforcement in accordance with your instructions. If you have not provided instructions, we will email you/or notify you via the portal to ask whether you would like to enforce the judgment and will action your instructions within two working days of receipt.

Insolvency

If you proceed with a full winding up petition, this will involve preparing the winding up petition and immediately filing it with the Court. We will carry out your instructions within two working days. We will also deal with advertisement of the petition, preparing for the hearing and instructing an agent to attend the hearing.

Correspondence Charges

A correspondence charge is incurred where either:

- We received correspondence in writing or by telephone from the debtor or third party. We will deal with that correspondence and send a copy to you with recommendations as to the next steps.
- You contact us to discuss a matter at the Pre-Action stage and we take your instructions and/or provide guidance.
- You instruct us to correspond by telephone or in writing with a debtor or third party and we carry out your instructions.

VAT and T&C'S

Our charges exclude VAT and disbursements such as Counsel's fees, HCEO's abortive charges, Agent's fees, etc. These vary in each case. Where the applicable Court Fee changes from time to time we will charge you the actual amount paid out.

Occasionally we are instructed to start proceedings and are then asked to try and stop them, because, e.g. the debtor has paid the debt. In such a case, if we are able to recover it from the court, we will credit you with the court fee but will charge the fixed costs – there is sometimes more work in stopping than running an action and each case may have to be decided on a case-by-case basis,

Debt-Claims reserves the right to change our price list at any time and **a full list of our Terms & Conditions can be found here**

Data Protection and Privacy Policy

We use the information you provide primarily for the provision of legal services to you and for related purposes. Our use of that information is subject to your instructions, the Data Protection Act 2018, General Data Protection Regulations 2018 and our duty of confidentiality.

Please note that our work for you may require us to give information to third parties such as auditors, expert witness, courts and other professional advisers.

We may from time to time send you information that we think might be of interest to you. If you do not wish to receive that information please unsubscribe or notify our office in writing.

For further information please click here to read our Privacy Policy.

Legal

Askews Legal LLP (trading as Debt-Claims) is a body authorised and regulated by the Solicitors Regulation Authority. **The Solicitors Code of Conduct can be accessed at www.sra.org.uk/handbook.**



How we can help

Our years of experience in debt recovery means has enabled us to create a fast, effective, user-friendly portal that will take you through the stages of recovering debts from an insolvent person or company. And if you need help, our team of Solicitors are always available.

Register here
to find out more about our
Debt-Claims portal.