

Holmes & Hills Solicitors offer two different debt recovery services for undisputed debts, both of which have different fees associated with recovering your owed debts.

## Fixed-fee debt recovery service

For undisputed debts we offer a fixed-fee debt recovery service, further information can also be found in our debt recovery brochure which is available to download.

Our service is designed so that you only pay a fee for the level of service and stage of debt recovery that is required and the fee is dependent on the amount of the owed debt. This means you can decide how much you wish to spend to recover your owed debts.

## Stage 1 – Solicitor’s letter and chasing call to your debtor threatening County Court or insolvency proceedings

Debt owed	Holmes & Hills Fee
Less than £1K	£55 + VAT
£1K- £10K	£95 + VAT
£10K plus	£155 + VAT

Our fee includes:

- Taking your instructions
- Writing to your debtor and demanding immediate payment
- If no payment has been received within 7 days, our debt recovery solicitor will call your debtor and chase for payment
- Advising you on next steps and associated costs for progressing to Stage 2 of our fixed-fee debt recovery service

We anticipate that from initial instruction to completion of stage one allowing a rough timescale of 1 to 2 weeks.

## Stage 2 – Issuing a County Court claim or statutory demand against your debtor

If attempts at debt recovery have not been successful at stage 1, you may wish to proceed with our next stage of debt recovery. Fees for pursuing our second stage of debt recovery depend on the route taken, which will be advised at the outset.

### Route 1

Debt owed	Holmes & Hills fees	Court fee	Recoverable from debtor (court cost and fixed cost)
Less than £1K	£110 + VAT	£25 - £60	£75 - £130
£1K- £10K	£175 + VAT	£70 - £410	£150 - £510
£10K - £100K	£275 + VAT	4.5% of claim value	Court fee + £100
£100K - £200K	£350 + VAT	5% of claim value	Court fee + £100

## Key stages

- Holmes and Hills will issue a County Court claim against the debtor, which the Court will send to the debtor
- If no response is received within 14 days of service, Holmes & Hills will request that judgement is entered against them
- Holmes & Hills will also seek to recover compensation for your debt

## Route 2

Debt owed	Holmes & Hills fee
£750 - £10K	£225 + VAT
£10K +	£350 + VAT

## Key stages

- Holmes & Hills will issue a statutory demand to the debtor threatening formal insolvency proceedings if the debt is not paid within 21 days
- Holmes & Hills will advise you of the debtor's response (if any)

An additional cost of £60-£99 is payable in instances where the debtor is an individual as a third party will be required to send the demand

For debt recovery using route 1 we estimate that this process can take between 3 and 4 weeks depending on the response of the debtor. Whereas for route 2 we estimate the process to take between 3 and 4 weeks. There are a number of factors for example, settlement negotiations which may take place that can fall outside this process and therefore increase the amount of time taken before stage 2 of our fixed-fee debt recovery process is completed.

## Stage 3 – Enforcing your claim

If your debt has not been settled at stage 1 or 2, our debt recovery solicitors will then take steps to enforce your claim. The table below shows the costs associated with the different enforcement actions that may be taken. If anything falls outside of these costs i.e. debtors evading service of documents and/or making their own applications to the Court, our team will advise you of the exact cost at the time.

Enforcement action	Holmes & Hills fee	Court fee
Application for order that the debtor attends court for questioning	£100 + VAT	Court fee of £55 + process servers fee (approx. £60-£90)
Application for Writ of Control – High Court Bailiff (where debt exceeds £600)	£100 + VAT	If unsuccessful: £66 court fee + bailiff's fee of £75+VAT
Application for an Attachment of Earnings order	£100 + VAT	Court fee of £110

Application for Third Party Debt Order	£100 + VAT	Court fee of £110 plus representation at court (approx.. £300)
Application for Charging Order on Debtors Property	Charged on an hourly basis of £125 per hour + VAT, estimated hours will depend on Court venue.	Court fee of £110 plus land registry fee of £40 and representation at court estimated at £300

Our fee includes:

- Advising on the most appropriate action to take for your individual case
- Composing the application
- Further information based on the options taken can be found in our debt recovery brochure, which can be downloaded [here](#).

The amount of time this third stage takes can vary significantly depending on your debtor, however we will keep you advised of likely timescales depending on the specific circumstances. As a rough guide, we anticipate the quickest cases to take between 6 weeks through to 6 months or more for more complex cases, or where multiple enforcement actions are required.

### **No win, no fee debt recovery service**

Holmes & Hills Solicitors also offer a no win, no fee debt recovery service for stage 1 recovery work. This may be more appropriate in instances where the debt has been outstanding for a long time or where previous attempts to recover the debt have been unsuccessful.

Our no win, no fee service means that you will not pay anything until the debt has been recovered, instead Holmes & Hills would charge a percentage of the total debt recovered, which is agreed with you from the outset.

The percentage charged depends on the complexity of the debt owed and our debt recovery solicitors will work closely with you to ascertain the exact percentage that we would charge in the event of successful recovery of your debts.

The timescale to recover your debts using our no win, no fee debt recovery service can vary significantly based on the number of steps that are taken before your debt is recovered.

### **Disputed debts**

Where a debt is disputed Holmes and Hills are able to assist. In these circumstances we would charge an hourly rate of £125 - £250 per hour excluding VAT. The rate depends on the level of seniority of the staff required to deal with the complexity of your case. The amount of time it would take to recover the debt depends on the circumstances and the team would be able to advise you of an indicative amount of time at the point in which you appoint us to recover the debts.

As a broad range we would typically expect the amount of time to range from 1 month to in excess of 12 months, with costs varying from £500 to £50,000 or more depending on the level of debt, the complexity of the case and the parties' attitude to settlement.

Key stages in recovering disputed debts included within our hourly rates are:

- Ascertaining a full history of the disputed debt
- Searches against the debtor
- Initial contact with the debtor
- Issuing Court proceedings and representing you

### **Experienced staff**

Holmes & Hills team of debt recovery solicitors have extensive experience in a broad range of debt recovery services. The team is led by Sam Bawden, Partner and Head of Litigation Team who has more than 10 years experience in debt recovery services. In addition, the team has both junior and senior staff. Regardless of who works on your case, the case will be overseen by Sam Bawden, Partner & Head of Litigation.