

Debt Recovery Pricing Schedule

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Our Team

Our Head of Debt Recovery, Daniel Carlton, heads up a team of 6 Debt Recovery Executives and a Paralegal. Although they are not legally qualified, the Debt Recovery team have over 80 years' experience between them. The team are supervised by a Partner who is a qualified Costs Lawyer with over 21 years' experience.

Please see our Debt Recovery page on our website for further details of the team: <https://www.clarionsolicitors.com/our-people>

How long will this take and what are the key steps?

Pre-Legal stage

- Week 1-4 – contacting the Debtor by letter, telephone, and email.

Where the Debtor does not pay at the Pre-Legal stage and legal proceedings are required, we suggest issuing a Claim Form, Statutory Demand or Winding Up/Bankruptcy proceedings and we have set out indicative steps and timescales below, albeit these can change depending on the circumstances of the matter:

Claim Form

- Day 1 – Issue claim form on Money Claims online. Issue date is the next day.
- Day 19 – Apply for Judgment
- Day 21 – Proceed with instructing High Court Enforcement Officer (HCEO)
- Day 25 – HCEO confirm transfer up of judgment to High Court
- Day 40 – Judgment transferred, and stage 1 commences
- Day 55 – Stage 2 collection
- Day 70 – Report from HCEO

Bankruptcy

- Day 1 – Statutory Demand issued and sent to agents for service
- Day 15 – Statutory Demand served; Debtor has 21 days to respond.
- Day 36 – Bankruptcy Petition issued
- Day 96 – Bankruptcy hearing

Winding Up

- Day 1 – Winding Up Demand
- Day 5 – Issue Petition
- Day 7 – Papers to agents for service
- Day 55 – Advertise Petition
- Day 59 – Lodge documents with court

- Day 70 – Winding Up hearing

Recovery Charges

Services included

The price for services is contained in this pricing schedule and the fees below include the step described and the work associated with that, such as liaising with the client, communication with the Debtor, preparing the required paperwork, receipt of monies and accounting to the client (as relevant) and corresponding with the Court. It excludes matters where there are technical or protracted disputes and a charge on a time cost basis may be agreed.

Services excluded

Should the matter be defended, costs will be charged at an hourly rate (to be agreed) on a case-by-case basis.

Pre-Legal Recovery Charges

- For issuing a Letter Before Claim (LBC) requesting payment, we charge a flat fee taking into account the time needed to review the papers and prepare the letter which will be between £10.00 - £500.00 plus VAT charged at 20% (the VAT inclusive range would be £12.00 - £600.00). We can confirm this fee once we have had the opportunity to review the papers relating to the matter.
- In addition, we will charge a percentage of commission on the recovery of any monies from the Debtor who resides or is based in the United Kingdom, this is chargeable before and after Court proceedings have been issued. We will confirm the level of commission charged on recoveries once we have had the opportunity to review the papers relating to the matter.
- Clarion will automatically add a Late Payment Charge and Interest claimable under your entitlement under the Late Payment of Commercial Debts (Interest) Act 1998. Recovery of any pre-legal costs will be retained by Clarion as a success fee. No fee is payable if Late Payment costs are not recovered from the Debtor.
- If it becomes apparent that the Debt claim is disputed, and Clarion enters into protracted discussions with your Debtor on technical, contractual or complex issues then hourly rates may apply and the matter may also be passed to our Commercial Dispute Resolution team, such costs to be agreed with you on a case-by-case basis.
- All our charges attract VAT which is charged at 20%.

Legal Recovery Charges

Where legal proceedings are required, we suggest one of the following methods:

- County Court Proceedings
- Statutory Demand
- Winding up or Bankruptcy Proceedings

The fees for these services are set out below.

Please note that HM Courts & Tribunals Service sets the rate of the main Court fees for civil proceedings in Form EX50, including the costs of various applications/hearing fees, and Fixed Costs are set at the rates in accordance with the Civil Procedure Rules. In the event that the rates are amended during the course of our instruction by HM Courts & Tribunals Service, the rate of Court Fees and Fixed Costs referred to in the below tables will be amended accordingly.

Form EX50 can be located on the gov.uk website at the following link:
<https://www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50>

Fixed Costs under the Civil Procedure Rules can be located on the gov.uk website at the following link:
<https://www.justice.gov.uk/courts/procedure-rules/civil/rules/part45-fixed-costs/practice-direction-45-fixed-costs>

County Court Proceedings for England & Wales

Claim Form

Claim Amount		Court Issue Fee	Solicitors Fixed Costs	Clarion Fee
From	To		(plus VAT at 20%)	(plus VAT at 20%)
£ -	£ 300.00	£ 35.00	£ 50.00	£30.00
£ 300.01	£ 500.00	£ 50.00	£ 50.00	£30.00
£ 500.01	£ 1,000.00	£ 70.00	£ 70.00	£75.00
£ 1,000.01	£ 1,500.00	£ 80.00	£ 80.00	£125.00
£ 1,500.01	£ 3,000.00	£ 115.00	£ 80.00	£125.00
£ 3,000.01	£ 5,000.00	£ 205.00	£ 80.00	£125.00
£ 5,000.01	£ 10,000.00	£ 455.00	£ 100.00	£250.00
£ 10,001.00	£ 200,000.00	£ 5% of debt	£ 100.00	£250.00

To assist in calculating VAT on the costs/fees referred to above where VAT is chargeable, the VAT inclusive figures are:

£30.00 plus VAT at 20% (which is £6.00) gives a total of £36.00
 £50.00 plus VAT at 20% (which is £10.00) gives a total of £60.00
 £70.00 plus VAT at 20% (which is £14.00) gives a total of £84.00
 £75.00 plus VAT at 20% (which is £15.00) gives a total of £90.00
 £80.00 plus VAT at 20% (which is £16.00) gives a total of £96.00
 £100.00 plus VAT at 20% (which is £20.00) gives a total of £120.00
 £125.00 plus VAT at 20% (which is £25.00) gives a total of £150.00
 £250.00 plus VAT at 20% (which is £50.00) gives a total of £300.00

Judgment

Claim Amount		Default	In Default	Admission	Admission	Clarion Fee
From	To	(plus VAT at 20%)	of Defence (plus VAT at 20%)	Acceptance (plus VAT at 20%)	Reject (plus VAT at 20%)	(plus VAT at 20%)
£ 25.00	£ 5,000.00	£ 22.00	£ 25.00	£ 40.00	£ 55.00	£11.00
£ 5,000.01	plus	£ 30.00	£ 35.00	£ 55.00	£ 70.00	£11.00

To assist in calculating VAT on the costs/fees referred to above where VAT is chargeable, the VAT inclusive figures are:

£11.00 plus VAT at 20% (which is £2.20) gives a total of £13.20
 £22.00 plus VAT at 20% (which is £4.40) gives a total of £26.40
 £25.00 plus VAT at 20% (which is £5.00) gives a total of £30.00
 £30.00 plus VAT at 20% (which is £6.00) gives a total of £36.00
 £35.00 plus VAT at 20% (which is £7.00) gives a total of £42.00
 £40.00 plus VAT at 20% (which is £8.00) gives a total of £48.00
 £55.00 plus VAT at 20% (which is £11.00) gives a total of £66.00
 £70.00 plus VAT at 20% (which is £14.00) gives a total of £84.00

Enforcement through Bailiffs or High Court Enforcement Officers

Claim Amount		Court Fee	Solicitors Fixed Costs (plus VAT at 20%)	Clarion Fee (plus VAT at 20%)
From	To			
£ -	£ 699.99	£ 94.00	£ 2.25	£50.00
£ 700.00	plus	£ 80.00	£ 51.75	£101.75

To assist in calculating VAT on the costs/fees referred to above where VAT is chargeable, the VAT inclusive figures are:

£2.25 plus VAT at 20% (which is £0.45) gives a total of £2.70
 £50.00 plus VAT at 20% (which is £10.00) gives a total of £60.00
 £51.75 plus VAT at 20% (which is £10.35) gives a total of £62.10
 £101.75 plus VAT at 20% (which is £20.35) gives a total of £122.10

Other Forms of Enforcement

	Court Fee	Solicitors Fixed Costs (plus VAT at 20%)	Clarion Fee (plus VAT at 20%)
Information Order			
Attachment of Earnings	£ 135.00	£ 110.00	£120.00
Charging Order	£ 135.00	£ 110.00	£220.00
Third Party Debt Order	£ 135.00	£ 98.50	£275.00

To assist in calculating VAT on the costs/fees referred to above where VAT is chargeable, the VAT inclusive figures are:

£15.00 plus VAT at 20% (which is £3.00) gives a total of £18.00
 £98.50 plus VAT at 20% (which is £19.70) gives a total of £118.20
 £100.00 plus VAT at 20% (which is £20.00) gives a total of £120.00
 £110.00 plus VAT at 20% (which is £22.00) gives a total of £132.00
 £120.00 plus VAT at 20% (which is £24.00) gives a total of £144.00
 £220.00 plus VAT at 20% (which is £44.00) gives a total of £264.00
 £275.00 plus VAT at 20% (which is £55.00) gives a total of £330.00

Out of Jurisdiction Court Proceedings for Scotland & Northern Ireland

Claim Form

Claim Amount		Court Issue Fee	Solicitors Fixed Costs (plus VAT at 20%)	Clarion Fee (plus VAT at 20%)
From	To			
£ -	£ 300.00	£ 35.00	£ 118.25	£30.00
£ 300.01	£ 500.00	£ 50.00	£ 118.25	£30.00
£ 500.01	£ 1,000.00	£ 70.00	£ 138.25	£75.00
£ 1,000.01	£ 1,500.00	£ 80.00	£ 148.25	£125.00
£ 1,500.01	£ 3,000.00	£ 115.00	£ 148.25	£125.00
£ 3,000.01	£ 5,000.00	£ 205.00	£ 148.25	£125.00
£ 5,000.01	£ 15,000.00	£ 455.00	£ 168.25	£250.00
£ 15,000.01	£ 50,000.00	£ 5% of debt	£ 168.25	£250.00

To assist in calculating VAT on the costs/fees referred to above where VAT is chargeable, the VAT inclusive figures are:

£30.00 plus VAT at 20% (which is £6.00) gives a total of £36.00
 £75.00 plus VAT at 20% (which is £15.00) gives a total of £90.00
 £118.25 plus VAT at 20% (which is £23.65) gives a total of £141.90
 £125.00 plus VAT at 20% (which is £25.00) gives a total of £150.00
 £138.25 plus VAT at 20% (which is £27.65) gives a total of £165.90
 £148.25 plus VAT at 20% (which is £29.65) gives a total of £177.90
 £168.25 plus VAT at 20% (which is £33.65) gives a total of £201.90
 £250.00 plus VAT at 20% (which is £50.00) gives a total of £300.00

Judgment

Claim Amount		Default	In Default of Defence	Admission Acceptance	Admission Reject	Clarion Fee
From	To	(plus VAT at 20%)	(plus VAT at 20%)	(plus VAT at 20%)	(plus VAT at 20%)	(plus VAT at 20%)
£ 25.00	£ 5,000.00	£ 22.00	£ 25.00	£ 40.00	£ 55.00	£11.00
£ 5,000.01	plus	£ 30.00	£ 35.00	£ 55.00	£ 70.00	£11.00

To assist in calculating VAT on the costs/fees referred to above where VAT is chargeable, the VAT inclusive figures are:

£11.00 plus VAT at 20% (which is £2.20) gives a total of £13.20
 £22.00 plus VAT at 20% (which is £4.40) gives a total of £26.40
 £25.00 plus VAT at 20% (which is £5.00) gives a total of £30.00
 £30.00 plus VAT at 20% (which is £6.00) gives a total of £36.00
 £35.00 plus VAT at 20% (which is £7.00) gives a total of £42.00

£40.00 plus VAT at 20% (which is £8.00) gives a total of £48.00
 £55.00 plus VAT at 20% (which is £11.00) gives a total of £66.00
 £70.00 plus VAT at 20% (which is £14.00) gives a total of £84.00

Enforcement

We are unable to enforce a Judgment where the debtor resides in Scotland or Ireland ourselves; we instead transfer proceedings to our International agents. Additional prices will be provided on a case-by-case basis, however in order to transfer, we need to apply to the court for a Certificate of Money Provisions.

Certificate of Money Provisions	£378.00 plus VAT at 20% (which is £75.60 giving a VAT inclusive figure of £453.60)
Application Fee	£246.00

International Collections

Prices are on a case-by-case basis, and we will provide you with a quote upon receipt of instruction.

Bankruptcy & Winding up Petitions

Statutory Demand

Clarion Fee	£450.00 + VAT at 20% (which is £90.00 giving a VAT inclusive figure of £540.00)
Agent Service Fee	£95.00 + VAT at 20% (which is £19.00 giving a VAT inclusive figure of £114.00)
Total	£545.00 + VAT at 20% (which is £109.00 giving a VAT inclusive figure of £654.00)

Bankruptcy Petition

In order to issue a Bankruptcy Petition, a Statutory Demand must be served upon the Debtor first.

Clarion Fee	£850.00 plus VAT at 20% (which is £170.00 giving a VAT inclusive figure of £1,020.00)
Issue Fee	£343.00
Official Receivers Deposit	£1,500.00
Agent Service Fee	£95.00 plus VAT at 20% (which is £19.00 giving a VAT inclusive figure of £114.00)
Agent's Attendance at Hearing	£165.00/hearing plus VAT at 20% (which is £33.00 giving a VAT inclusive figure of £198.00/hearing)
Additional hearings where matter adjourned	£189.00/hour plus VAT at 20% (which is £37.80 giving a VAT inclusive figure of £226.80/hour)

Winding up Petition

Clarion Fee	£850.00 plus VAT at 20% (which is £170.00 giving a VAT inclusive figure of £1,020.00)
Issue Fee	£343.00
Official Receivers Deposit	£2,600.00
Agent Service Fee	£95.00 plus VAT at 20% (which is £19.00 giving a VAT inclusive figure of £114.00)
Advertisement Fee	£75.00 plus VAT at 20% (which is £15.00 giving a VAT inclusive figure of £90.00)
Agent's Attendance at Hearing	£120.00/hearing plus VAT at 20% (which is £24.00 giving a VAT inclusive figure of £144.00/hearing)
Additional hearings where matter adjourned	£189.00/hour plus VAT at 20% (which is £37.80 giving a VAT inclusive figure of £226.80/hour)

In cases where the debt becomes disputed or there are protracted negotiations after a Winding Up Petition, or Bankruptcy Petition are issued, the Client shall pay to the firm the basic charges (as set out above) and an hourly rate charge which will be discussed and agreed on a case-by-case basis. Clarion will refund the court fee and disbursements upon successful recovery from the debtor.