

### 1. LETTER BEFORE ACTION

Any work we undertake that involves the sending of a letter before action will be charged as follows:

**£15.00** per new case, limited to one letter and a single response.

### 2. COUNTY COURT PROCEEDINGS (CLAIM FORM)

The following fees and charges relate to standard claims issued through the CCBC (County Court Business Centre) or the CCMCC (County Court Money Claims Centre):

Amount of Principal Debt:	CCMCC:	CCBC:	Fixed Costs/Our Charges:
Up to £300.00	£35.00*	£25.00 <sup>1</sup>	<b>£50.00*</b>
£300.01 – £500.00	£50.00*	£35.00*	<b>£50.00*</b>
£500.01 – £1,000.00	£70.00*	£60.00*	<b>£70.00*</b>
£1,000.01 – £1,500.00	£80.00*	£70.00*	<b>£80.00*</b>
£1,500.01 – £3,000.00	£115.00*	£105.00*	<b>£80.00*</b>
£3,000.01 – £5,000.00	£205.00*	£185.00*	<b>£80.00*</b>
£5,000.01 - £10,000.00	£455.00*	£410.00*	<b>£100.00*</b>
£10,000.01 - £15,000.00	5% of the total due*	4.5% of the total due*	<b>£100.00*</b>
£15,000.01 - £50,000.00	5% of the total due*	4.5% of the total due*	<b>£100.00*</b>
£50,000.01 - £100,000.00	5% of the total due*	4.5% of the total due*	<b>£100.00*</b>
£100,000.01 - £150,000.00	5% of the total due*	n/a	<b>£100.00*</b>
£150,000.01 - £200,000.00	5% of the total due*	n/a	<b>£100.00*</b>
£200,000.01 +	£10,000.00	n/a	<b>£100.00*</b>

### 3. REQUEST FOR A COUNTY COURT JUDGMENT

Entry description	Principal Debt Amount:	Fixed Costs/Our Charges:
Judgment in Default:	£1.00 – £5,000.00	<b>£22.00*</b>
	£5,000.00 +	<b>£30.00*</b>
Judgment in Default of a Defence:	£1.00 – £5,000.00	<b>£25.00*</b>
	£5,000.00 +	<b>£35.00*</b>
Judgment on Admission:	£1.00 – £5,000.00	<b>£40.00*</b>
	£5,000.00 +	<b>£90.00*</b>

#### 4. ENFORCEMENT

a. The County Court Bailiff.

<b>Bailiff / Officer:</b>	<b>Judgment Amount:</b>	<b>Court Fee:</b>	<b>Fixed Costs/Our Charges:</b>
County Court Bailiff (instructed through CCMCC)	To £600	£110.00*	<b>£75.00</b> (£2.25*)
County Court Bailiff (instructed through CCBC)	To £600	£77.00*	<b>£75.00</b> (£2.25*)

To renew a warrant the fees are:

<b>Bailiff / Officer:</b>	<b>Judgment Amount:</b>	<b>Court Fee:</b>	<b>Fixed Costs/Our Charges:</b>
County Court Bailiff (instructed through CCMCC)	To £600	£33.00*	<b>£50.00</b> (£2.25*)
County Court Bailiff (instructed through CCBC)	To £600	£33.00*	<b>£50.00</b> (£2.25*)

b. The High Court Enforcement Officer ("HCEO")

<b>Judgment Amount:</b>	<b>Court Fee:</b>	<b>Fixed Costs/Our Charges:</b>
£600.01 +	£66.00*	<b>£100.00</b> (£51.75*)

If the HCEO is unsuccessful in executing the writ and makes a negative return for whatever reason, you will be responsible for their abortive fees. The national guidelines set abortive fees at £75.00.

The writ will last for a period of 12 months. If there is a requirement to renew the writ we will seek your instructions before proceeding to do so. The costs are as above.

c. Applying For a Charging Order

<b>Court Fee:</b>	<b>HMLR Fee(s):</b>	<b>Fixed Costs/Our Charges:</b>
£110.00*	£43.00*	<b>£300.00</b> (£110.00*)

d. Application for Debtor to Attend Court for Questioning

<b>Court fee:</b>	<b>Our Charges:</b>	<b>Process Server's Fee:</b>
£50.00*	<b>£200.00</b>	£85.00 (+VAT) (per service)

e. Application for a Third-Party Debt Order

Court fee:	Our Charges:	Hearing fee (if agent required):
£110.00*	<b>£300.00</b> (£98.50 *)	Stage 2

f. Application for an Attachment of Earnings Order

Court fee:	Our Charges:
£100.00*	<b>£200.00</b>

**THE SILVERBACK DEBT RECOVERY TEAM:**

- Simon Hocking
- Zakia Kahlid
- Robin Appleyard
- Julie Hind
- Jon Tullock
- Charlotte Arnold
- Franceska Zerelli

Our specialist team of experts will guide you through each step of the debt recovery process and are always on hand to offer advice on the most cost-effective course of action.

Their individual profiles can be found on our website

All work is undertaken by a team of paralegals supervised by a qualified Solicitor.