

Our Charges

Charge for writing a letter before action: £9.50 plus VAT

ISSUE & SERVICE OF COUNTY COURT PROCEEDINGS

To include: drafting county court summons*, arranging for issue of same, copying correspondence as appropriate including any defence or counterclaim or offers to pay as made, advising when judgment can be entered, obtaining confirmation as to whether or not you wish to proceed, advising you as to methods of enforcement

Debt Outstanding	Court Fee	Girlings Fee	Total of fixed costs & court fee recoverable from debtor in claim form	Your Contribution
£300	£35	65.00	£85.00	£15.00
£500	£50	75.00	£100.00	£25.00
£1,000	£70	95.00	£140.00	£25.00
£1,500	£80	95.00	£150.00	£25.00
£3,000	£115	110.00	£225.00	£30.00
£5,000	£205	110.00	£315.00	£30.00
£10,000	£455	150.00	£605.00	£50.00
£10,000 to £100,000	5% of claim	200.00	5% of claim	£100.00

*Our fee for drafting county court summons if not sent for issue is £25.00 plus VAT

ENTER COUNTY COURT JUDGMENT & ISSUE WARRANT OF EXECUTION TO BAILIFF

To include: entering default judgment as per fixed costs £22.00/£30.00 and issuing warrant of execution, advising of bailiff's reports, copying any correspondence where necessary, advising further on any other methods of enforcement as appropriate

Judgment Sum	Court Fee	Girlings Fee
£125 and above	£100.00	£50
Re-Instructing bailiff (of alternative methods for Levy)	£25	£15

ALTERNATIVE METHODS OF ENFORCEMENT

Order to obtain Information:

To include: preparing application, sending to appropriate court, arranging for personal service on debtor, instructing agents to attend where necessary, copying any correspondence

Girlings Fee: £115

Not inclusive of: court fee, cost of swearing any affidavits, process server's charge, any agent's charges for attendance at court and conduct money paid to debtor

CHARGING ORDERS

To include: preparing necessary statements and application, arranging for service on debtor and any other interested parties, attending application or instructing agents as appropriate, serving copy of order on debtor, registering this at Land Registry, copying all correspondence as appropriate

Girlings Fee: £650

Not inclusive of: court fee, any affidavits that need to be sworn, agent's charges for attending court where necessary, Land Registry fee, cost of further Application to obtain an order for sale

ATTACHMENT OF EARNINGS

To include: making application to appropriate court, preparing accompanying documentation, forwarding debtor's response, copying any correspondence as necessary

Girlings Fee: £95

Not inclusive of: court fee, any affidavits that need to be sworn, or conduct money

THIRD PARTY DEBT ORDERS

To include: preparing statement and application, applying for garnishee order nisi, arranging service on debtor and garnishee (usually bank) attending hearing of application or instructing agents as appropriate, serving copy of garnishee order absolute, copying correspondence where appropriate

Girlings Fee: £750

Not inclusive of: court fee, any affidavits that need to be sworn, process server's charges (if necessary) agent's charges

INSOLVENCY PROCEEDINGS

Statutory Demands (Individual or Company Debtors after Judgment entered)

To include: drafting appropriate form, arranging for personal service, advising of completion of personal service and copying any correspondence where necessary

Girlings Fee: £250

Not inclusive of: process server's charges, costs of opposing any application to set aside demand if made

BANKRUPTCY PROCEEDINGS

A note of our fees will be provided upon request

WINDING UP PETITIONS

To include: drafting and printing necessary petition, preparing affidavit of truth, presenting petition to appropriate court, arranging personal service, preparing and lodging appropriate affidavit in London Gazette, preparing certificate of debt, Instructing or agents and copying all correspondence as appropriate

Girlings Fee: £950

Not inclusive of: court issue fee, Official Receiver's deposit, company search fees, process server's charges, counsel's or agent's charges if appropriate, appropriate affidavit and cost of advertisement

All fees are subject to V.A.T. at the providing rate.

Girlings will in addition to the above fees charge the standard costs awarded on the entry of judgment or other methods of enforcement, which sums are recoverable directly from the debtor in the event of successful recovery.

Correspondence and telephone calls which do not form part of our computerised debt recovery service, for example instructing an Enquiry Agent, will be charged at the hourly rate of £135.00 plus VAT.

Defended actions will be charged at the hourly rate of £235.00 plus VAT.

For further information or any advice regarding particular methods of enforcement or other problems, please contact Mrs Gina Hatcher or Mr David Mallinson