

Debt Recovery Team

We are experts in debt recovery. We understand the importance of effective credit control and cash recovery. We act for small family-run businesses, large national listed companies and everything in between.

Stage 1 – Letter of Claim

- For volume instructions (typically more than 25 a month) - no charge.
- For occasional instructions (typically less than 25 a month) - up to £50 plus VAT.

The Letter of Claim will request payment of the outstanding invoice amount. We will also claim interest (8% above base rate) and compensation (see below ¹) pursuant to the Late Payment of Commercial Debt (Interest) Act 1998. If the invoice amount is paid, you will receive the full amount. We will retain any interest and/or compensation paid by the debtor.

Stage 2 – Issuing Court proceedings

In order to issue a Court claim (“a Claim”), a Court issue fee is paid to HM Court and Tribunal Service (see below ²). All Court issue fees must be paid on account.

We will claim the outstanding invoice amount, interest, compensation and the fixed commencement costs permitted by CPR 45.2 (see below ³).

If the sum claimed is paid once the Claim has been served on the debtor, you will receive the full invoice amount. We will retain the Court issue fee, interest, compensation and fixed costs.*

Stage 3 – Requesting Judgment

If the Claim is not responded to, we will request Judgment at the earliest opportunity. When requesting Judgment, we will claim further fixed costs permitted by CPR 45.4 (see below ⁴).

If the Claim is paid after Judgment has been entered by the Court, you will receive the full invoice amount. We will retain the Court issue fee, compensation, interest and fixed costs.*

Stage 4 – Enforcement action

If a Judgment is not paid by the debtor, there are various ways we can look to enforce the Judgment (i.e. get the debtor to pay). We will select the method of enforcement based on the individual circumstances of each case. The most common methods are:

1. High Court Enforcement Officers
2. Third Party Debt Order
3. Charging Order.

If enforcement action is successful, you will receive the full invoice amount. We will retain the Court issue fee, compensation, interest and fixed costs.*



Our impression of Birketts was of a committed, accurate and schedule-conscious team dedicated to achieving the best outcome and offering value.”

Chambers [UK 2022]

Key contact



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¹ Late Payment of Commercial Debt (Interest) Act 1998

Compensation:

Amount claimed	Compensation
£0 - £999.99	£40.00
£1,000.00 - £9,999.99	£70.00
£10,000.00+	£100.00

² Court issue fees

Paid to HM Court and Tribunal Service:

Amount claimed	Court issue fee
Up to £300.00	£35.00
£300.01 - £500.00	£50.00
£500.01 - £1,000.00	£70.00
£1000.01 - £1,500.00	£80.00
£1,500.01 - £3,000.00	£115.00
£3,000.01 - £5,000.00	£205.00
£5,000.01 - £10,000.00	£455.00
£10,000.00+	5% (max £10,000.00)

* Please note, if you instruct us to discontinue a claim once it has been issued by the Court or come off the Court record, you will be liable for our fee. If you reach a settlement with the defendant, you will be liable for our fee, which we will calculate on a pro-rata basis.

³ Civil Procedure Rules

Fixed commencement costs (CPR 45.2):

Amount claimed	Fixed costs
£25.01 - £500.00	£50.00
£500.01 - £1,000.00	£70.00
£1,000.1 - £5,000.00	£80.00
£5,000.00+	£100.00

⁴ Civil Procedure Rules

Fixed costs on entry of Judgment (CPR 45.4):

Amount claimed	Fixed costs
£25.01 - £5,000.00	£22.00
£5,000.00+	£30.00



For over 12 years now, we have a continued working relationship with the firm. We can safely say that we cannot fault them in the professional service that they provide. No matter what the issue has been, they have always advised and guided us in order for us to achieve the best result and outcome in all of our debt recovery management cases.”

Legal 500 [UK 2023]