



## Complaints Handling Policy

### Our complaints policy

We are committed to providing a high-quality legal service to all our clients. When something goes wrong, we need you to tell us about it. This will help us to improve our standards. Please be reassured you will not be charged for the complaints handling process.

If you have a complaint, please contact us in writing with the details, addressed to:

James Austin  
Birketts LLP  
Providence House  
141-145 Princes Street  
Ipswich  
IP1 1QJ

### What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. This will normally involve passing your complaint to our client care partner, James Austin, who will review your matter file and speak to the member of staff who acted for you.
3. James Austin will then invite you to a meeting to discuss and hopefully resolve your complaint. He will do this within 14 calendar days of sending you the acknowledgement letter.
4. Within three days of the meeting, James Austin will write to you to confirm what took place and any solutions he has agreed with you.
5. If you do not want a meeting or it is not possible, James Austin will send you a detailed written reply to your complaint, including his suggestions for resolving the matter, within 21 calendar days of sending you the acknowledgement letter.
6. We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.
7. If you are still not satisfied, you can contact:

Legal Ombudsman  
PO Box 6806  
Wolverhampton  
WV1 9WJ

about your complaint. Any complaint to the Legal Ombudsman must usually be made within six months of the date of our final written response on your complaint but for further information, you should contact the Legal Ombudsman on 0300 555 0333 or at [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk).

If we have to change any of the timescales above, we will let you know and explain why.