



CHASE MCKENZIE  
GLOBAL DEBT RECOVERIES

# Your Entitlement. Our Expertise.

## Swiss & Global Business and Private Debt Recovery

## CHASE MCKENZIE PRICE LIST

Chase Mckenzie provides a dedicated fixed fee service across all key stages of the Swiss debt recovery process such as Letter Before Action, Issuing Court Claims, obtaining a County Court Judgment (CCJ), Enforcement of a CCJ, and if necessary Insolvency Proceedings.

This document provides a transparent overview of the fixed cost services that the firm provides, detailing:

- A. THE FOUR STAGES OF DEBT RECOVERY
- B. DEFENDED WORK, COMMERCIAL LITIGATION, & LEGAL ADVICE
- C. ADDITIONAL SERVICES AND OTHER JURISDICTIONS
- D. FURTHER INFORMATION

There are no hidden fees/subscriptions when you sign up with Mckenzie. We charge based on the services we provide and the instructions you give us. For further information, please do not hesitate to contact us directly.



Chase Mckenzie  
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Recoveries

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## A: THE FOUR STAGES OF DEBT RECOVERY

### Stage 1: Letter Before Action

Letter Before Action (LBA) Low cost, fixed fee	
Letter Before Action (LBA) or Late Payment Demand (LPD)	\$1.50
Letter Before Action (LBA) or Late Payment Demand (LPD)	\$5.00

- Applicable for business to business debts and/or where a Pre Action Protocol Letter (PAP) has already been sent.
- If instructions are not sent to Mckenzie through the CaseManager Portal or via an LBA batch spreadsheet, the cost of your LBA or LPD will be \$10 plus VAT.
- The LBA instructs the recipient to direct any queries to you. If they contact Mckenzie or you instruct Mckenzie to carry out further correspondence, there will be a \$25 plus VAT charge per item of correspondence.

Pre Action Protocol Letter (PAP) No collection, no fee commission	
PAP Letter and additional correspondence	10%

- Applicable where the debt is against an individual or sole trader and a PAP letter has not previously been sent.
- Mckenzie will work the debt for a period of at least 30 days unless payment is made for the full balance. Mckenzie will at its discretion choose to extend this period if negotiations are on-going.
- If you instruct Mckenzie to close the case before we advise you to do so, you may be subject to a close out fee. \_\_\_\_\_
- Mckenzie will charge 10% (plus VAT) of any sums paid towards the debt, subject to a minimum charge of \$10 plus VAT. If we do not collect anything, you do not pay anything.

### Stage 2: Issuing a Court Claim

Mckenzie is a member of the County Court Bulk Centre (CCBC). This means we are permitted to issue claims electronically through a centralised Court Service interface, which typically ensures that claims are issued within 48 hours of being sent to the CCBC. It also provides a discount on the usual court fees, which we pass on to our clients.



Debt Amount	Court Fee	Mckezie Fee	Total Costs	Total Recoverable From Defendant
£25 - £300	\$35	\$100	\$135	\$85
£301 - £500	\$50	\$100	\$150	\$100
£501 - £1,000	\$70	\$145	\$215	\$140
£1,001 - £1,500	\$80	\$160	\$240	\$160
£1,501 - £3,000	£115	\$165 \$16	\$280	\$195
£3,001 - £5,000	£205	5	\$370	\$285
£5,001 - £10,000	£455	\$215	*	**
£10,001 - £25,000	5%	\$295	*	**
£25,001 - £50,000	5%	\$350	*	**
£50,001 - £75,000	5%	\$550	*	**
£75,001 -£100,000	5%	\$600	*	**

\*Court Fee plus Mckezie Fee

\*\*Court Fee plus \$100

- There is an additional \$10.00 - \$50.00 plus VAT added to our fees if instructions do not come through CaseManager.
- Service Level commitment: All instructions received by 2pm will be processed on the same working day.
- If your debt amount is greater than \$100,000 we will contact you to advise on costs and the best way forward.

### Stage 3: County Court Judgment (CCJ)

Debt Amount	MCKENZIE Fee	Total Recoverable From Defendant
\$25 - \$5,000	\$65	\$22 - \$55
Over \$5,000	\$80	\$30 - \$70



- There is an additional £5.00 plus VAT added to our fees if instructions do not come through CaseManager.
- If you prefer not to enforce the Judgment immediately and instead you would like us to write to the debtor informing them that Judgment has been entered, a charge of £25 plus VAT will be incurred per item of correspondence.

## Stage 4: Enforcement of CCJ

Method of Enforcement	Disbursements	Mckenzie Fee
Issuing warrant of execution to Bailiff via CCBC or other Court	\$83	\$75
Certificate to enforce and instruct High Court Enforcement Officer (HCEO)	\$71	\$195
Obtaining and Registering a Charging Order	Various	\$295
Removing charging order	Various	\$195
Third Party Debt Order/Order to Obtain Information to first hearing	Various	\$225
Attachment of Earnings Order without representation	\$119	\$100

- We will commence Enforcement Action within 2 working days of receipt of your instructions.
- If you instruct an HCEO, they will send a 7 day letter by first class post to the debtor requesting payment, after the 7 days the enforcement officer will attend the debtors premises to collect the debt or take goods to the value outstanding. This will include their charges.
- The timetable for Enforcement will vary depending on the Court workload. However, we will keep you updated at least once a month as to the progress.

## Insolvency

Across all stages of debt recovery, insolvency proceedings may be required. If a debtor does not make payment on demand and the debt is not disputed, they are technically deemed insolvent.

Insolvency Service	Mckenzie Fee
Statutory Demands (Individual or Company)	\$125
Draft Winding Up Petitions including Company and Court Searches	\$350





Insolvency Service (Continued)	Mckenzie Fee
Bankruptcy Petition	\$450
Winding-up Petition or taking over an existing petition including Company and Court Searches	\$550
Notice to Support Winding-up Petition	\$150
Adjourned Hearings	\$100

- Court/Agent fee disbursements applicable and will be quoted at time.
- When you instruct us to prepare a draft winding up petition, we will prepare the petition and send a copy to the debtor requesting payment within 7 days. If you proceed with a full winding up petition, we will take into consideration the \$350 plus VAT fee you have been charged and only a further \$200 plus VAT will be incurred rather than a further \$550 plus VAT as set out above.

## B: DEFENDED WORK, COMMERCIAL LITIGATION, & LEGAL ADVICE

### Defences: Small Claims

Service	Mckenzie Fee
Receiving and dealing with an Acknowledgement of Service	\$25
Receiving Defence/Part Admission/Admission/States Paid	\$50
Objecting to Instalment Proposal	\$65
Filing Directions Questionnaire (negotiations/arranging mediation included)	\$175
Reply to Defence	\$250



Band A: Solicitor with 8yrs+ post-qualification and litigation experience.  
 Band B: Solicitors/Legal Executives with 4yrs+ post-qualification and litigation experience.  
 Band C: Other Solicitors/Legal Executives and fee earners of equivalent experience.  
 Band D: Trainee Solicitors, Paralegals, and other fee earners.  
 'Legal Executive' means a Fellow of the Chartered Institute of Legal Executives.

## Legal Advice

Legal opinion on merits of one case (Case by Case)	
Amount	Our Fee
Up to £10,000	From \$500
£10,001 upwards	From \$800

Unlimited Legal Advice 12 Months (Multiple Cases)	
SMEs \$1,500	
Corporate Group or Large Companies (Over \$20m turnover) \$3,000	

Commercial Litigation; b) you confirming the fixed price is acceptable; c) you supplying information/documents requested or promised; or d) payment on account being made.  
 communication.  
 within 4 working hours.

## C: ADDITIONAL SERVICES AND FURTHER JURISDICTIONS

### Additional Services

Service	Court/Agents	Mckenzie Fee
Correspondence (see Further Information)		From \$25*
Letter chasing Costs and Interest		\$25
Telephone attendances		\$25



Service (Continued)	Court/Agents	Mckenzie Fee
Debtor Payment Processing (First payment)		\$20
Debtor Payment Processing (Second or subsequent payment)		\$10
Dishonoured Debtor Cheque (incl. letter to debtor)		\$25
Manual entry of particulars of debt with over 15 transactions		\$30
Extending writs or warrant of execution	\$100	\$60
Re-issuing warrant of execution	\$0 - \$33	\$45
Each additional defendant above two		\$15
Foreign currency claim UK jurisdiction		\$50
Taking over of an existing case		\$50
Registered office search		\$8
Tracing debtor (no trace, no fee)		\$45
Search current Winding Up Petition		\$20
Notification to CCBC of case closure prior to judgment		\$15
Consent order (standard, e.g. instalment terms)	\$108	\$100
Notice of discontinuance/withdrawal		\$40
Filing Certificate of Service		\$35
Obtaining HM Land Registry Office Copy Entries	\$3*	\$15
Making an Application to Court	\$108 - \$275	\$175



## Prelegal Service Fees

- Our Swiss PreLegal service is charged base on performance and amout of recoveries.
- Mckenzie will work the debt for a period of at least 30 days unless payment is made for the full balance. Mckenzie will at its discretion choose to extend this period if negotiations are ongoing.
- If you instruct Mckenzie to close the case before we advise you to do so, you may be subject to a close out fee. \_\_\_\_\_
- Mckenzie will charge 10% (plus VAT) of any sums paid towards the debt, subject to a minimum charge of \$10 plus VAT. If we do not collect anything, you do not pay anything.

## International Collections

Band	Territory	Commission %
A Europe 22%		
B US, Australia, Canada, Middle East 28%		
C Africa, New Zealand, Asia & Far East 32%		
D All Other Areas (Including Russia) 35%		

- Mckenzie will charge the relevant commission percentage (plus VAT) on any sums paid towards the debt.
- Mckenzie will work the debt for a period of at least 30 days unless payment is made for the full balance. Mckenzie will at its discretion choose to extend this period if negotiations are ongoing.
- If you instruct Mckenzie to close the case before we advise you to do so, you may be subject to a close out fee. \_\_\_\_\_

## Scotland, Northern Ireland, Europe Including Eire, and Other Jurisdictions

Instruction	Court/Agents	Mckenzie Fee
Application for leave to enter judgment on English claims against Defendants resident in Scotland and Northern Ireland. Affirmation fee included.	\$113	\$85
Preparing the application for a certificate of judgment in Scotland	\$108	\$100
Registering judgment in Scotland	\$20	\$35





Instruction	Court/Agents	Mckenzie Fee
Instructing Messenger at Arms in Scotland	Various	\$100
Judgment/Enforcement in Northern Ireland	Please enquire	
Europe including Eire, and other jurisdictions	Please enquire	

## D: FURTHER INFORMATION

### Letter Before Action (LBA)

When you instruct us to send a Letter Before Action, you are able to choose whether the recipient has either 7 days, 3 days or by return to make payment of your debt.

If the deadline for payment passes, we will inform you that you can issue Court Proceedings via email and/or CaseManager. If you inform us of payment in full via CaseManager, we will close your case. Informing us that payment has been made improves the statistics and reports that are available to you via CaseManager.

If we do not receive further instructions from you after 6 weeks, your case will be automatically closed. However, Should you wish to take further action please contact us as the file can be re-opened quite easily.

### Issuing a Court Claim

Our best practice is to serve all Swiss limited companies at their current Registered Office address, not their trading address.

The Court will usually serve the claim within 5 days of issue and the debtor will have 14 days (from the date of service) to deal with the claim (e.g. pay, defend or admit).

If the debtor files an Acknowledgement of Service, the debtor will have a further 14 days (i.e. a total of 28 days from the date of service) to file a defence. We will inform you of any response to the claim within 2 working days.

Should the debtor simply ignore the claim a County Court Judgment (CCJ) can be obtained at the end of the aforementioned period and we will inform you that you can request a CCJ via email and/or CaseManager.

In the unlikely event that we are required to amend a claim (without an application) and the serve that amended claim on the defendant, a charge of at least \$50 plus VAT will be incurred. If an application is required to amend the claim, the usual application fees set out in the section 'Additional Services' will apply



## Court County Judgment (CCJ)

When you request Judgment via CaseManager, you will also have the option to instruct us to Enforce the Judgment at the same time.

If a Judgment is requested via the CCBC, Judgment will usually be entered within 48 hours.

Once Judgment has been entered, we will proceed with Enforcement in accordance with your instructions. If you have not provided instructions, we will email you to ask whether you would like to Enforce the Judgment and will action your instructions within 2 working days of receipt.

## Insolvency

If you proceed with a Full Winding Up petition, this will involve preparing the winding up petition and immediately filing it with the Court. We will carry out your instructions within 2 working days. We will also deal with advertisement of the petition, preparing for the hearing and instructing an agent to attend the hearing.

## Correspondence Charges

## Fee Earners

Information on fee earners that will work on your case will be provided to you in a welcome email to you and you will be updated on any changes to fee earners throughout the course of your relationship with us. For full details on our fee earners, please go to <https://mckenzierecoveries.com/privacy-policy>

## VAT and T&Cs

Our Charges exclude VAT and disbursements such as Counsel's fees, High Court Enforcement Officer's abortive charges, Agent's fees, etc. These vary in each case. Where the Lord Chancellor's Department varies a Court Fee we will charge you the actual amount paid out on your behalf to the court.

Occasionally we are instructed to start proceedings and are then asked to try and stop them, because e.g. the debtor has paid the debt. In such a case, if we are able to recover it from the court, we will credit you with the court fee but will charge the fixed costs - there is sometimes more work in stopping than running an action.

Mckenzie reserves the right to change our price list at any time and a full list of our Terms & Conditions can be found here: <https://mckenzierecoveries.com/privacy-policy>

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