

PRICE INFORMATION

To ensure our clients have the information they need to make informed choices about the services offered by Weaver Rose Solicitors, we set out below a guide to our prices. We undertake a broad range of immigration work and this guide deals largely with the work that we undertake on behalf of members of the public. However, we also provide immigration services to businesses and not all of those services are included in this guide.

Depending on the type of application and the client's circumstances we may offer a fixed fee or an hourly-rated quotation for our costs. The information below relates to both these circumstances.

The circumstances of each applicant is unique and it is difficult to provide a single price which would cover all eventualities, so when considering whether or not you would like to engage our services for any of the applications set out in the guide below, it is essential to take careful note of the following information:

VALUE ADDED TAX (VAT)

All of the prices quoted exclude VAT. This is charged at the prevailing rate and is payable on our fees and on most expenses which we are likely to incur on your behalf. There may be some situations in which VAT is not payable.

We are currently, **NOT REGISTERED FOR VAT.**

WHAT IS INCLUDED IN THE PRICES IN THE GUIDE

These fees represent our professional fees; in other words, this is the amount that we will charge for the legal work that our firm will undertake on your case.

Due to the individual nature of each application, the services provided to each client may differ. Generally, in each standard application, our services will involve advising you about the relevant law and procedures, preparing the application for submission, liaising with you and third parties (where necessary) on your behalf and generally dealing with the matter until a decision is reached on the application.

WHAT IS NOT INCLUDED

Any costs which we may incur on your behalf are not included in our professional fees. These can include, but are not limited to the following:

- Payments made to the Home Office on your behalf, such as application fees, Immigration Health Surcharge, submission costs etc.;
- Payments made to the UKVI on your behalf, such as application fees, Immigration Health Surcharge, submission costs etc.;
- Payments made to third parties on your behalf, such as HM Revenue & Customs, HM Passport Office or to the Land Registry etc.;

- Counsel's fees- We routinely instruct Barristers for advocacy work i.e to represent you before the courts or tribunals. In the event of us seeking the advice of a Barrister (Counsel) you will be liable for their fees which vary depending on seniority. We will discuss with you options and costs in relation to Counsel before instructing them on your behalf and we shall keep you informed as to the hourly rate of any barristers that are instructed in your matter;
- Preparing Schedules of Absences from the UK;
- Fees payable to Courts or Tribunals;
- External Translation fees;
- Costs of Experts or Agents instructed on your behalf
- Non routine postage charges and courier charges;
- Travel and meeting expenses.

We also charge for other services that we can provide on your behalf. This may include:

- Photocopying and print room services;
- Bank charges;
- Document Certification Fees;
- There may be an additional charge of £400.00 for a representative of Weaver Rose Solicitors to attend with you at the Home Office's Public Enquiry Office or Overseas Visitors Records Office (for Police Registration) in the UK if applicable.

Name	Hourly rate
Principle Partner	£250-£450.00
Senior Solicitors	£200-£350
Senior Consultants	£200 - £350
Solicitors	£200 - £350
Consultants	£200 - £350
Trainee Solicitors	£175.00
Paralegals	£150 – £200

Please note that the guide below sets out the prices for different types of immigration applications but individual circumstance may call for a combination of applications or for some intervention in advance of the application. We will always advise you about this and the anticipated cost. As your matter progresses, should it become clear that further costs maybe necessary, we will of course provide an update at the earliest opportunity.

ESTIMATES AND QUOTATIONS

We do offer fixed fees for the majority of the work that we provide, and these are indicated as such in this guide.

A **FIXED FEE** is an agreed fee, which will not be varied up or down, and is not dependant on the application being successful. As set out above, any disbursements or expenses (costs that we incur on your behalf or for the purposes of carrying out our work) are payable in addition to our fees. **In the event of your instructions being withdrawn prior to the submission of the application, the fixed fee, together with any disbursements and expenses, will remain payable in full.**

We also work on **HOURLY RATES**. Depending on the work you instruct us to do we may charge by the hour. The rate that we charge, or bill, per hour is dependant on the seniority and expertise of the person undertaking the work. It may be cost effective to have a range of people on differing rates working on your matter, having more junior people doing the basic, routine work and a more qualified person making the strategic decisions and overseeing the work of the juniors. Below is a guide to the hourly rates we charge for people of differing seniority and expertise.

At the start of each instruction, we will provide an estimate of how many hours we expect to spend working on your matter and we will give you an estimation of the cost. It is always difficult to accurately gauge the costs of a case where we charge by the hour as this can vary depending on new information, underlying issues, complexity of the matter etc. In these cases we will try to provide you with estimates for each stage. Where we provide an indicative fee range or estimate, it operates as a guide and not a cap.

ESTIMATES will be based on a number of assumptions and if we encounter unforeseen work or complexity this may cause our fees to increase above any fee range or estimate provided. You must not consider them to be maximum or fixed-fee quotations. We will give you the best information we can about the likely overall cost of the matter at the outset and at other appropriate times. We will always inform you of who will be working on your case and their hourly rate. Please note, we record and charge for our time in 6-minute increments.

FACTORS WHICH COULD INCREASE THE OVERALL COST OF YOUR CASE

This applies where a fixed fee is quoted or where the amount charged is based on the hourly rates of the people doing the work for a standard application. Some examples are:

- Unexpected circumstances in your immigration history, personal circumstances, or financial status which we were not aware of at the outset;
- Delays in obtaining information requested;
- Information provided being inaccurate, out of date, inadequate or requiring translation; or
- Where there are short deadlines.

More complex applications may attract higher fees, and we will always advise you on this.

FACTORS WHICH COULD DECREASE THE OVERALL COST OF YOUR CASE

This applies where a fixed fee is quoted or where the amount charged is based on the hourly rates of the people doing the work. Some examples are:

- Where we have undertaken work on your behalf in the past and your immigration history is familiar to us; or
- Where we do multiple applications for the same organisation or family; or
- Where you are able to provide sufficient evidence at our first meeting and clearly meet the applicable Immigration Rules.

A GUIDE TO OUR FEES

We have set out this guide as simply as possible, explaining the applications with as little legal jargon as possible, but still retaining the descriptions of the applications used by the Home Office for ease of reference. Please note that you must always seek legal advice to determine whether or not you are eligible to make an application in any of the categories set out below.

Type of Case

Guideline Fees

Initial Consultation

Initial 20 minutes free

£100.00 - £200.00 (price of consultation may be deducted from professional fees if further instruction is made).

Investor applications

Applying to reside in the UK on the basis of investing either £2,000,000, £5,000,000, £10,000,000 or more in UK government bonds,

share capital or loan capital in active and trading UK registered companies.

Tier 1 (Investor) - Entry Clearance	£20,000 - £25,000
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Tier 1 (Investor) - In-Country Switch	£15,000 - £20,000
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Tier 1 (Investor) - Extension	£5,000 - £6,000
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Tier 1 (Investor) - Indefinite Leave to Remain	£5,500 - £7,500
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Entrepreneur applications

Applying to reside in the UK on the basis of wanting to set up or run a business in the UK and having access to either at least £50,000 or £200,000.

Tier 1 (Entrepreneur) - Entry Clearance	£4,000 - £7,000
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Tier 1 (Entrepreneur) - In-Country Switch	£4,000 - £7,000
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Tier 1 (Entrepreneur) - Extension	£3500 - £5,000
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Tier 1 (Entrepreneur) - Indefinite Leave to Remain	£3500 - £5,000
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Entrepreneur applications for Graduates

Available to graduates identified by Higher Education Institutions as having developed genuine and credible

business ideas and entrepreneurial skills to establish one or more businesses in the UK.

Tier 1 (Graduate Entrepreneur)	£3500.00
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Students – over 16 years old

Available to students who have been offered an unconditional offer for a course at the required level by an education provider, who is recognised as a Tier 4 Sponsor by the Home Office.

Tier 4 (General) Student	£1500 - £2,500
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Students – aged between 4 – 17 years old

Available to students who have been offered a place on a course at an independent school in the UK

Tier 4 (Child) Student - Entry Clearance	£1,200 - £2,000
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Tier 4 (Child) Student - In-Country Switch	£1,200 - £2,000
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Tier 4 (Child) Student - Extension	£1,200 - £2,000
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Parent of a Child at School	£1,200 - £2,000
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Individuals from participating countries

Available to sponsored young people (aged 18 – 30 years old) from participating countries and territories who wish to experience life in the UK.

Tier 5 (Youth Mobility Scheme) Temporary Migrants	£1,200
- Entry Clearance	

Family members of applicants under the Points-Based-System

Applying with or to join a family member who is making an application/ already granted with a visa under the Points-Based-System (PBS).

PBS Dependant Entry Clearance	£1,500 for first dependant
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£500 for each additional dependant applying

PBS Dependant In-Country Switch **As above**

PBS Dependant Extension **As above**

PBS Dependant Indefinite Leave to Remain **As above**

Adult who is cared for by a relative in the UK

Available to adult applicants who require long-term care from a family member who is living permanently in the UK

Adult Dependant Relative - Discretionary **£3,000**

Replace your visa with a Biometric Residence Permit (BRP) – indefinite leave

Available to those who hold settled status (Indefinite Leave to Remain) in the UK. You can apply for a BRP to replace the visa held within your passport.

No Time Limit Application **£1,000 - £1,200**

Replace your visa with a Biometric Residence Permit (BRP) – limited leave

People who have limited leave endorsed in a passport that is lost, stolen, damaged or due to expire can have their leave transferred to a BRP.

Transfer of Conditions **£600 - £1,000**

BRP is lost or stolen

You can report your BRP lost or stolen from inside or outside the UK. You can only order a replacement from inside the UK.

BRP Replacement	£750 - £2,000
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Visiting the UK

If you are visiting the UK for any purpose (such as leisure or business), you may require a visit visa to enter the UK.

Visit Visa	£1500 - £2500
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Visit Visa Complex	£2500- £4000
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Residing in the UK as an European Economic Area (EEA) national or family member of an EEA national

EEA Family Permit	£1,500 - £2,500
<i>Available if you are a family member of an EEA national wanting to enter the UK</i>	£2500-£4,000 (complex)

EEA Registration Certificate	£1,500- £2,000
<i>Available for EEA nationals currently residing in the UK to confirm status in the UK</i>	£2500-£4,000 (complex)

EEA Residence Card	£1,500 - £2,500
<i>Available to family members of an EEA national to confirm status in the UK</i>	£2,500-£4,000 (complex)

EEA Permanent Residence (PR)

Available to EEA nationals or family members of EEA nationals who have been residing in the UK for 5 continuous years

£1,000 - £2,000

£2,500-£4,000 (complex)

EEA PR + Nationality + Passport

£1500.00

Settlement under Immigration Rules

10 Year Lawful Residence

Available to applicants who have been living legally in the UK for 10 continuous years

£2500

Becoming a British Citizen

For applicants who want to obtain British nationality.

Naturalise as British Citizen 6(1)

Available to individuals who have already obtained settled status in the UK (either Permanent Residence or Indefinite Leave to Remain) and held it for 12 months

£1200.00 - £2,000

Naturalise as British Citizen 6(2)

Available to individuals who have already obtained settled status in the UK (either Permanent Residence or Indefinite Leave to Remain) and are married to a British Citizen

£1200 - £2,000

Nationality plus passport **£1200**

Discretionary Nationality **Hourly-rated**
For individuals who do not meet all requirements

Register a Child as a British Citizen **£1,200- £2500**
Available to children under 18 years old who wish to obtain British nationality

Family members of British Citizens

Available for those who are family members of British citizens who wish to reside in the UK on this basis.

Appendix FM - Entry Clearance **£2,500 - £4000**

Appendix FM - In Country Switch **£3,000 - £5,000**

Appendix FM - Extension **£2,500 - £4,000**

Appendix FM - Indefinite Leave to Remain **£2,500 - £4,000**
(settlement)

First British Passport Application	£500
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Discretionary Passport	Hourly rated
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Working in the UK

Tier 2 (General)

Available to applicants who are from outside the EEA and have been offered a skilled job in the UK

Tier 2 (General) Entry Clearance	£1,200 - £2000
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Tier 2 (General) Leave to Remain	£1,200
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Tier 2 (Intra-Company Transfer) Migrant

Available to applicants who are from outside the EEA and have been offered a role in a UK branch from their overseas employer

Tier 2 (ICT) Entry Clearance	£1,200 - £2000
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Tier 2 (ICT) Leave to Remain	£1,200
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Tier 2 Indefinite Leave to Remain

Only available to Tier 2 General, Sportsperson or Minister of Religion migrants who have spent a continuous period of 5 years in the UK

	£1,500
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Tier 5 (GAE)

Available to applicants who want to come to the UK for a short time for work experience or undertake training

£1,500

Sole Representative

Available to applicants who are the representative of an overseas company and plan to set up a UK branch/subsidiary

£5 500

Also available for employees of a news agency on a long-term assignment to the UK

Response to Illegal Worker Notice

Applicable to clients who have been notified by the Home Office

Hourly-rated

that they have employed or are currently employing a person who does not have the right to work in the UK

Tier 1 (Exceptional Talent)

Available to applicants who are a recognised leader in their field of expertise

£5,000

SERVICE INFORMATION

At the outset we will provide you with a Client Care Letter, which sets out the work which you have instructed us to undertake and the anticipated cost, as well as any other costs that we expect will be associated with your application. We are always happy to carefully explain the various steps and how the total costs have been calculated. If you do agree with our terms, you will be asked to return a signed copy of the letter to us.

Our Client Care Letter will also set out when our fees are due, and when you will have to pay the Home Office fees. In most cases you will pay those fees directly to the Home Office.

It is important to note that our Client Care Letter clearly sets out the scope of the work we have agreed to do for you and the price quoted is for our services up to the point that a decision is made on your application. If your application is refused, or if there are further steps you would like us to take, we will provide you with a further quotation for those services.

The Client Care Letter will also set out all the other terms of our arrangement with you and wherever possible we will also provide you with an estimate of how long it will take to prepare your application and how long the Home Office may take to make a final decision on your application.

What services are included within the displayed price?

- Discussing your circumstances in detail and confirming which is the most suitable application for you and what other options may be available to you, based on the information you have provided us with;
- Providing advice and assistance about the relevant requirements and procedures of the Immigration Rules and whether you appear to meet the criteria;
- If you do not fulfil the criteria, whether this can be overcome, and how, and the likely time and cost involved in this;
- Considering the supporting evidence provided. Depending on your circumstances and the information provided, in hourly rated cases this can increase the cost;
- Where necessary, helping you obtain further evidence (such as medical records, the opinions of experts or your previous immigration history by means of a Subject Access Request). The costs associated with obtaining this evidence are usually in addition to any fixed fee, or hourly-rated estimate we may provide;
- Preparing your application and submitting the application on your behalf. Please note that any Home Office Application fees, submission fees or booking fees are not included within our costs guide.

PROVIDING ADVICE ABOUT THE OUTCOME OF YOUR APPLICATION AND ANY FURTHER STEPS YOU MAY NEED TO TAKE

If your application is unsuccessful, or if you need to make further applications or submissions in order to achieve your aim, we will advise you on those costs before undertaking any further work on your behalf. To be clear, the costs of appeals, administrative or judicial reviews are not included in the price guide provided below.

ESTIMATING THE TIME YOUR APPLICATION WILL TAKE

We will always provide you with our estimate of how long it will take to prepare your application for submission. This will be dependent on various factors, such as complexity of the matter, number of applicants/dependants or evidence required. Generally, a typical application will be prepared within 1 – 3 weeks of receiving the information required. Of course, this can vary, however should we foresee that the process will take longer than initially anticipated, we will keep you updated at all times. Please note that we will also advise on the Home Office processing times, however this will depend on the application submitted and method of submission.

THE STAGES OF AN APPLICATION

Every application is different, and each client's circumstances are unique. This makes it difficult to provide an exact overview of an application, however to give our prospective clients an idea of what they can expect we have set out some guidelines below. Not every case follows this format, as short deadlines, or exceptional immigration history or circumstances can extend or curtail these stages.

Contacting our office to arrange a meeting:

You can telephone our office and ask to speak to a solicitor about your immigration matters and to arrange to meet. If we think we can be of assistance we will invite you to our office to discuss your case with us. Once you have met with us there is no obligation to instruct us to take your case any further if you do not wish to.

Initial consultation:

If you prefer you can arrange to have a free initial 30 minute consultation. After the first 30 minutes these meetings are charged for and the price is in the guide. The range of price is dependant on the seniority of the professional who meets with you. At the initial consultation we will give you comprehensive verbal advice about your case and make recommendations as to how you should proceed, we will also give you an indication of what we will charge you to do the work. Again, you are not obliged to engage our services if you do not want to. If you do decide to instruct us we will deduct the cost of the initial consultation from your overall professional fees.

Client Care Letter:

If you do decide to engage our services we will provide you with a Client Care Letter and our Terms of Business, setting out the terms of our arrangement with you. This will include what we have agreed to do for you, who will work on your case, the likely costs involved as well as details about what other costs you may incur. We will ask you to sign and return to us the Confirmation of Instructions document. If someone else will be paying your fees, we shall ask you to provide their details and proof of their identity.

Once you have instructed us and we have accepted your instruction we are bound by our professional obligations including confidentiality and we may not communicate anything you have told us to anyone else without your permission.

Timing:

At the outset we will advise you of the likely time frames of your application. The Home Office does publish guidelines about how long they take to process various types of applications, but these are only guidelines. We will advise you, based on our experience, how long the Home Office usually takes to make a decision on the kind of application you have instructed us to make. Also based on our experience, we will advise how long it is likely to take us to prepare your application and the factors which may speed up or delay that process.

Information we will require from you:

Initially we will ask you to provide us with information so we can identify who you are. You will need to provide us with photographic proof of your identity and proof of your current address. Depending on your circumstances, we may require further information from you.

When our fees are payable:

For fixed fee matters our professional fees, as well as the anticipated Home Office fees and any other fees which we have told you about, will usually be payable at the start of your matter. We can discuss this with you and make arrangements to suit your circumstances and the time frames of your matter.

On hourly-rated cases, we will ask you to pay us an amount to be held in anticipation of our fees and costs we may incur on your behalf. This is held in our Client Account and we will inform you before we take any of this to settle our professional fees.

When the Home Office fees are payable:

Home Office fees and any other fees (for example, medical expert, barristers, translation) must be paid before we book your appointment with or submit your application to the Home Office.

Unpaid fees or costs:

If you do not pay all the fees and costs associated with your application, we may decline to submit your application. If we do submit your application and there remain fees and costs outstanding at the conclusion of your matter, we are entitled to retain your documents, including originals, until all our fees have been settled.

Advice on your case:

Depending on what you have instructed us to do, or the type of application, or your particular circumstances and the time frames, we may provide you with a letter setting out our advice to you and our recommended course of action.

We will ask you to provide us with the information we need to start doing the work you have instructed us to. The Home Office is very prescriptive and we will have to obtain the information they require in precisely the format specified. As a result we may need to ask you for more information, depending on what you have provided to us and its particular relevance. The speed with which you provide us with the information we ask for, and its accuracy, will have the most significant impact on the timing of your case, and how long it takes us to prepare and finalise your application.

Clarification, or additional evidence based on the information provided:

The Immigration Rules and policies are constantly changing and as we prepare your matter and complete the application forms it may become apparent that we require information or details which we had not asked you for before. Again the speed and accuracy with which you are able to provide these will impact on how quickly we can complete the work.

Draft application form:

Where applicable we will complete the application form on your behalf and we will ask you to confirm that all the information on the form is accurate. This is your responsibility and if there are any errors, or omissions, or information which is incorrect (for example you have not advised us of a criminal conviction, or previous immigration refusal) it is up to you to ensure that this is correct. The consequences of providing incorrect information can be.

Final application form:

We will prepare a final application form and ask you to confirm that this is correct before we submit this on your behalf. Again, we stress the importance of ensuring that this information is absolutely accurate.

Covering letter:

Depending on your application, we will usually prepare a covering letter to be submitted with the documents we are required to provide in support of your application. This letter will be provided to you in draft for you to check as well.

Creating the bundle:

We will create a bundle of the documents we are required to submit in support of your application. In some circumstances these may have to be original documents, or certified copies of originals.

Biometrics:

In some circumstances you may be asked to submit your biometrics, this means that you will need to go to one of the appropriate centres and provide your fingerprints. Your signature and a digital photograph will also be taken.

Home Office Interview:

Some applications require that you have an interview with the Home Office or that the application is submitted in person. Depending on the type of application there are various methods of submission, all taking different lengths of time and with different associated costs. This may include postal applications, Priority Service and the Super Premium Service.

At the outset of your matter we will tell you which of these is available to you, depending on your particular application and circumstances, and the likely costs. We will discuss this with you and we will agree which option we will select depending on time and cost.

Outcome:

The Home Office will usually advise us directly about the outcome of your application and where applicable will usually send your passport, or biometric permit, or other documents to us. We will advise you as soon as we have this and make arrangements as to how to get this to you.

Your obligations:

Depending on the application and the status you have been granted you may be obliged to take further steps, for example, registering with the police or collecting your biometric residence permit from the post office. We will advise you about this. We will advise you of the consequences of not meeting these obligations.

Further steps:

We will also tell you about any expiry or renewal dates which are applicable, and what steps you will need to take to make sure you meet these dates. We will advise you of the consequences of not meeting these dates

Your further application:

We will advise you if and when you will be able to make any further applications, for example, an application for nationality, or a first British passport. We will also tell you what our likely costs of submitting any further application on your behalf will be.

COMPLAINTS INFORMATION

At Weaver Rose Solicitors 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 so that we can resolve the problem and continually improve our standards.

If you have a complaint, please contact Ghazia Butt the Principal Solicitor (ghazia.butt@weaverrose.co.uk) by email, or at the address below :

*Weaver Rose House
High Street
Southall
UB1 3DN*

What will happen next?

1. Within three days of receiving your complaint we will send you a letter acknowledging receipt. We will provide details of who will be dealing with your complaint, and when you can expect to have a response. It may be necessary at this stage to ask you for more information, or to invite you to meet with us to discuss your complaint.
2. We will record your complaint in our central register and will investigate your complaint by reviewing the relevant file and the issues you raise. The member of staff who acted for you may be required to provide further details.
3. We will then provide you with a detailed written response to your complaint, this may include our suggestions for resolving the matter. We will aim to do this within five days of acknowledging your letter. If your complaint is very detailed, or your matter has been very complex, it may take us longer to complete a review and to respond to you, but we will keep you advised if this is the case. Once again, it may be necessary to ask you to come in and meet with us in order to discuss your complaint before we are able to respond fully.
4. Within three days of any meeting we have with you we will write to you to confirm what took place and any suggestions we have agreed with you.
5. At this stage if you are still not satisfied, please let us know. We will then arrange to review our decision. We would generally aim to do this within 14 days.

6. We will then write to you confirming our final position on your complaint and explaining our reasons. We will always do this within eight weeks of receiving your complaint, unless there are exceptional reasons why we cannot and we will keep you advised if this is the case.

7. If you are not satisfied with our handling of your complaint, you can ask the Legal Ombudsman (contact details below) to consider the complaint. Normally you will need to bring your complaint to the Legal Ombudsman within six months of receiving a final written response from us about your complaint.

*Legal Ombudsman (enquiries@legalombudsman.org.uk) 03005550333
P.O Box 6806
Wolverhampton
WV1 9WJ*

The Legal Ombudsman deals with complaints about the following kind of behaviour for example;

- Not replying to your emails, letters or calls
- Losing your documents
- Giving you unclear advice
- Charging you an amount you are not happy with
- Not explaining the issues properly so you do not understand

With regards to our bills, please note that you may also have a right to object to the bill by making a complaint to the Legal Ombudsman and/or by applying to the court for an assessment of our bill under part III of the Solicitors Act 1974.

Complaining to the Solicitors Regulation Authority about us

For some types of complaints about solicitors you may contact the Solicitors Regulation Authority, (SRA) this is the regulatory body which authorises and regulates UK law firms. The SRA can help you if you think a solicitor might be dishonest or you have complaints about their behaviour, for example;

- Shutting down their law firm without telling you
- Dishonesty or deliberately overcharging you
- Taking or losing your money
- Treating you unfairly because of your age, disability or other characteristic

Complaining to the Legal Ombudsman or the SRA about us.

You must always complain to us first and in most cases you will not be able to take your complaint any further if you have not done so. Please use the process set out above to complain to us about the service you have received. We will always try to resolve your complaint as quickly and satisfactorily as we can.

More information about how to complain to the Legal Ombudsman or the SRA can be found on the SRA website