Is your debtor an Individual or Sole Trader?
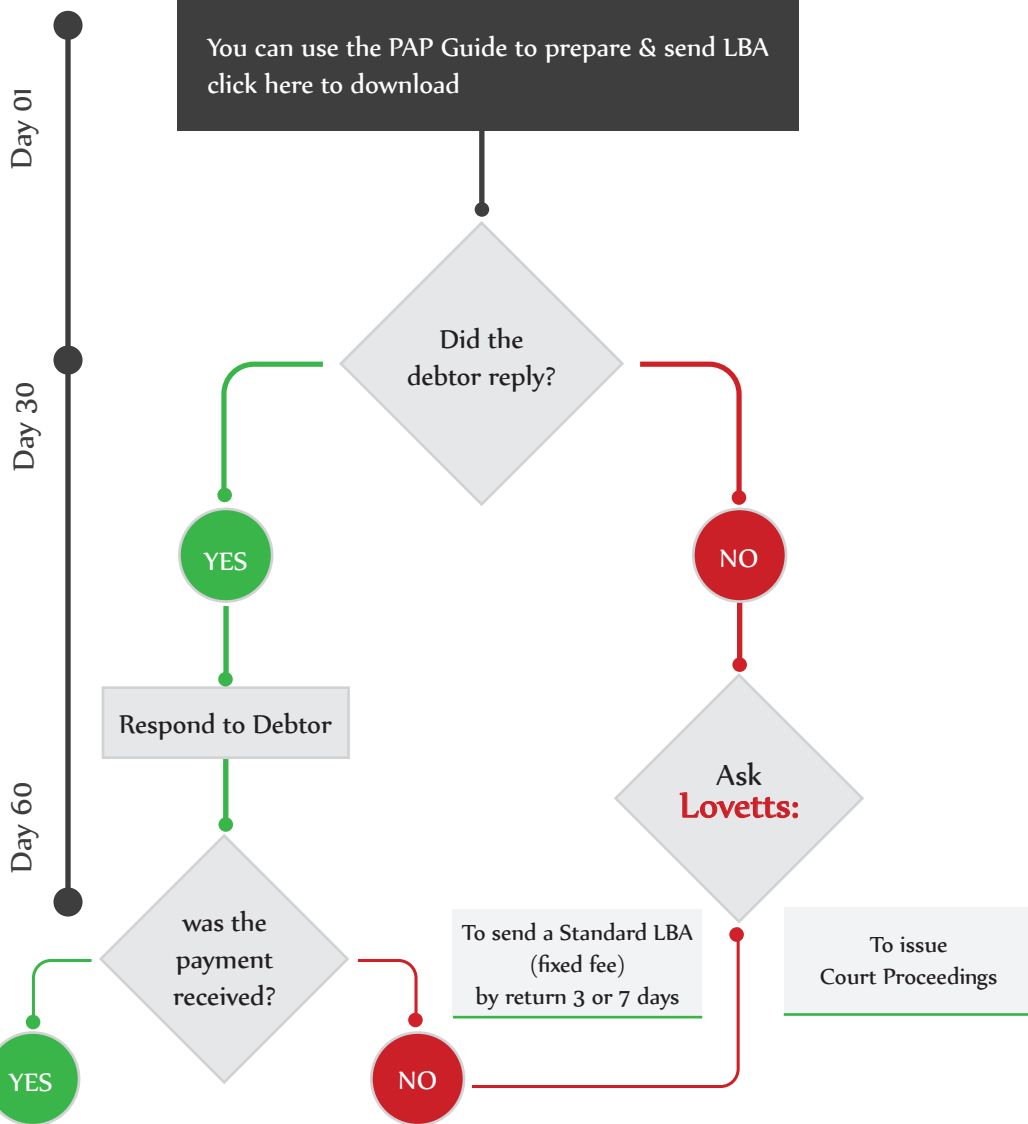
Lovetts solicitors

Send a Pre-Action Protocol Compliant LBA & adhere to remaining requirements

Issue in-house
Your staff will complete the entire Pre-Action process

You can use the PAP Guide to prepare & send LBA click here to download

Day 01

Day 30

Day 60

Did the debtor reply?

YES

NO

Respond to Debtor

was the payment received?

Ask Lovetts:

YES

NO

To send a Standard LBA (fixed fee) by return 3 or 7 days

To issue Court Proceedings

Outsource to Lovetts
Lovetts will complete the Pre-Action process for you (10% no collection no fee commission)
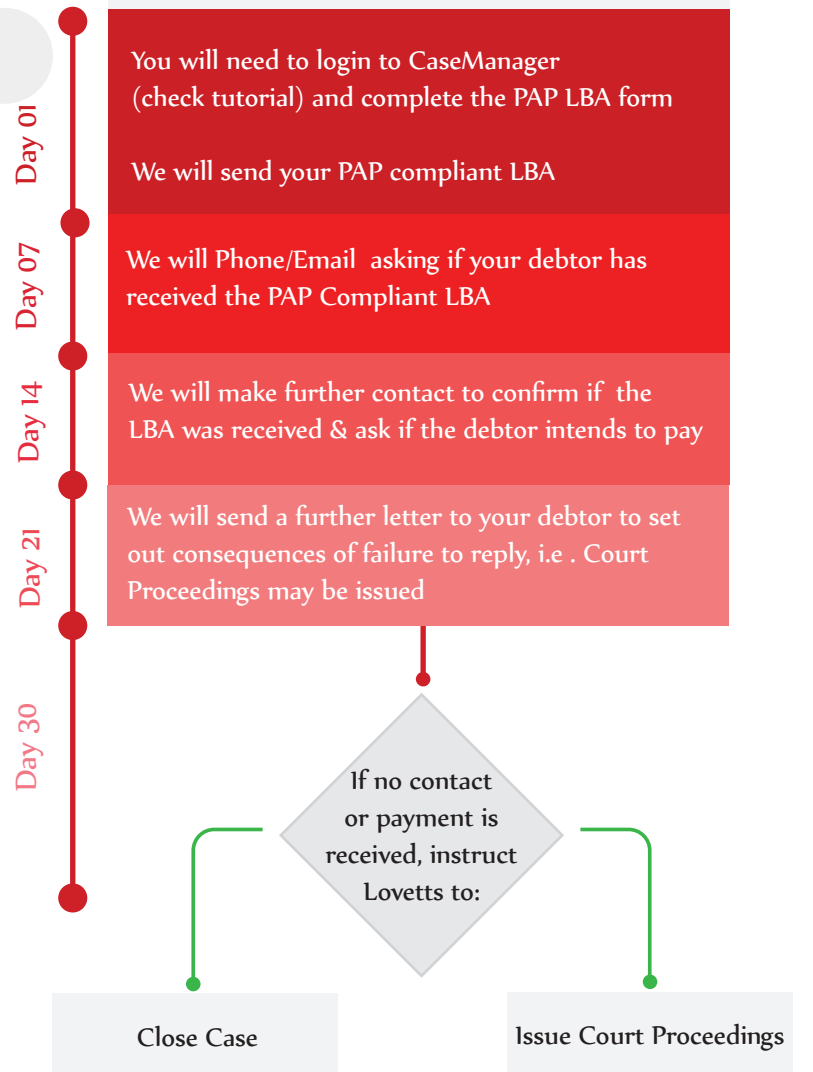
Day 01 — You will need to login to CaseManager (check tutorial) and complete the PAP LBA form

We will send your PAP compliant LBA

Day 07 — We will Phone/Email asking if your debtor has received the PAP Compliant LBA

Day 14 — We will make further contact to confirm if the LBA was received & ask if the debtor intends to pay

Day 21 — We will send a further letter to your debtor to set out consequences of failure to reply, i.e. Court Proceedings may be issued

Day 30

If no contact or payment is received, instruct Lovetts to:

Close Case

Issue Court Proceedings

Note: If debtor makes contact, we must allow an additional 30 days Lovetts will continue to work the debt/liase with the debtor during this period.