

COMPLAINTS HANDLING PROCEDURE

Our complaints policy

We are committed to providing a high quality legal service to all our clients. If something goes wrong, we need you to tell us about it. This will help us to monitor and continually improve our standards.

Our complaints procedure

If you have been unable to resolve your concerns with the person primarily responsible for dealing with the matter and you have a complaint, we ask you to contact our Managing Director with responsibility for client care whose details are below:

Anissa Hallworth

anissa.hallworth@hayes-storr.com

Hayes + Storr, 31-33 Upper Market Place, Fakenham, Norfolk NR21 9BX

What will happen next?

1. Anissa Hallworth will send you a letter acknowledging receipt of your complaint normally within 3 working days of receipt and enclose a copy of this procedure. The complaints procedure can be requested using the email above or is available on our website www.hayesandstorr.co.uk
2. Anissa Hallworth will then investigate your complaint, review your file and speak with the person who acted for you, together with the Head of the Department concerned.
3. Should we require additional information or need to invite you to a meeting to discuss and hopefully to resolve the matter, we will contact you within 14 days of our acknowledgement letter. Following any meeting, we will write to you normally within 3 working days of the meeting date confirming what took place and any solutions agreed with you.
4. Should a meeting, for whatever reason, not have taken place, we will send a detailed reply to your complaint, including any suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.
5. At this stage, if you are still not satisfied, you should contact us again and we will arrange for another Director to review the matter.
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 we are unable to resolve your complaint internally you may be entitled to ask the Legal Ombudsman to consider the complaint or an alternative complaints body, such as ProMediate (www.promediate.co.uk). We believe that the Legal Ombudsman's scheme is the most suitable for legal complaints and they would be our suggestion if we were unable to resolve your complaint.

You can contact the Legal Ombudsman about your complaint at:

PO Box 6806
Wolverhampton
WV1 9WJ

Website: www.legalombudsman.org.uk
Email: enquires@legalombudsman.org.uk
Telephone: 0300 555 0333

Under normal circumstances a complaint must be brought to the attention of the Legal Ombudsman within 1 year of the problem that initiated the complaint.

Alternative complaints bodies, such as ProMediate, exist which are competent to deal with complaints about legal services should both you and our firm wish to use such a scheme. We do not however agree to use ProMediate.

8. Should we require additional time at any of the above stages to investigate your complaint, we will write to you within the timeframes specified above to explain why there is a delay and to give you an updated timeframe.