

Wood Sherwood Solicitors

Complaints Handling Policy

Introduction

We are committed to providing a high-quality legal service to all our clients. When something goes wrong, we need our clients to tell us about it. This will help improve our standards. Whenever possible, please raise any initial client care problems with the person acting on your case to give them the opportunity of resolving matters with you. Often, matters can be quickly resolved in this way.

If you are unhappy about any aspect of the service you have received, or about the bill, please contact the firm by telephone on 01759 302 791, by post to our office at 10 Railway Street, Pocklington, York YO42 2QZ or by email to solicitors@woodsherwood.co.uk. We have a procedure in place which details how we handle complaints as follows:

What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within five days of receiving it, enclosing a copy of this procedure.
2. We will investigate your complaint. This will normally involve passing your complaint to our Client Care Manager, Tim Lawrence, who will review your matter file and speak to the member of staff who acted for you.
3. We will then invite you to a meeting to discuss and hopefully resolve your complaint. We will do this within 14 days of sending you the acknowledgement letter.
4. Within five days of that meeting we will write to you to confirm what took place and any solutions that have been agreed with you.
5. If you do not want a meeting, or it is not possible, you will be sent a detailed written reply to your complaint, including the suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.
6. At this stage, if you are still not satisfied, you should contact us again and we will arrange for another partner within the firm to review the decision.
7. 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.
8. If you are still not satisfied with our handling of your complaint you can ask the Legal

Ombudsman to consider the complaint. Contact details are as follows:

PO Box 6806
Wolverhampton
WV1 9WJ
☎ 0300 555 0333
✉ enquiries@legalombudsman.org.uk
🌐 www.legalombudsman.org.uk

Normally, you will need to bring a complaint to the Legal Ombudsman within twelve months of receiving a final written response from us about your complaint **and** within the following timescales:

- a) Six years from the date of the act or omission about which you are complaining occurring, **or**
- b) Three years from the date you should reasonably have known there were grounds for complaint.

However the Legal Ombudsman will not accept complaints where the act or date of awareness was before 6th October 2010.

We would hope that this does not become necessary and that we can resolve matters between ourselves.

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

Complaints in relation to bills

The complaints procedure also includes complaints arising concerning our bill. There may also be a right to object to the bill by applying to the court for an assessment of the bill under Part III of the Solicitors Act 1974; and that if all, or part, of a bill remains unpaid, the firm may be entitled to charge interest.

Raising concerns with our regulator

The Solicitors Regulation Authority (SRA) can help you if you are concerned about our behaviour. This could be for things like dishonesty, taking or losing your money or treating you unfairly because of your age, a disability or other characteristic. You can find information about raising your concerns with the SRA at www.sra.org.uk in the 'For the public' section.