



## **VC LAW COMPLAINTS PROCEDURE**

VC LAW is authorised and regulated by the Solicitors Regulation Authority (SRA). Our SRA number is 650455. You can check our regulatory status and details on the SRA's online register at [www.sra.org.uk/consumers/register](http://www.sra.org.uk/consumers/register).

### **Our Complaints Policy**

VC LAW is committed to providing a high-quality legal service to all our clients. When something goes wrong, please tell us. This will help us to maintain and improve our standards.

### **Our Complaints Procedure**

If you have a complaint, please provide us with full details, preferably in writing by way of email to [enquiries@vclaw.co.uk](mailto:enquiries@vclaw.co.uk) or letter to VC LAW, 56 Tithebarn Street, Liverpool L2 2SR.

### **What will happen next?**

1. We will write to you acknowledging your complaint and may ask you to provide further details. We will also let you know the name of the person who will be dealing with your complaint. You can expect to receive our letter within one week of us receiving your complaint.
2. We will record your complaint in our central register as soon as reasonably practicable.
3. We will then start to investigate your complaint. This will normally involve the following steps:
  - a) We will pass your complaint to Thom Vaughan, our client care partner, within one week. If your complaint is about Mr Vaughan, it will be investigated by James Cranshaw.
  - b) We will ask the member of staff who acted for you to comment on your complaint within two weeks.
  - c) We will then consider your complaint, the comments of the relevant member of staff and examine your file. We will, if necessary, also speak to the member of staff who acted for you. This will take up to two weeks from receiving their comments and the file.
4. Thom Vaughan or James Cranshaw will then write to you with a detailed reply to your complaint. This will include our suggestions for resolving

the matter. We will do this within eight weeks of our acknowledging your complaint.

5. However, if you remain unhappy with our response then you can refer your complaint to the Legal Ombudsman, an independent complaints body established under the Legal Services Act, who can investigate complaints about the legal service you have received from us.

The Legal Ombudsman expects complaints to be made to them within a year of the date of the act or omission about which you are concerned or within a year of you realising there was a concern. If you wish to refer your complaint to the Legal Ombudsman this must be done within six months of the date of our final response letter.

You can contact the Legal Ombudsman by visiting [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk) contacting them on 0300 555 0333 or by email at [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk)

Or you can write to them at:

Legal Ombudsman  
PO Box 6167  
Slough  
SL1 0EH

Your right to complain is not limited to our conduct but also about the amount of our bill. In addition to your rights to complain about our bill under our Complaints Procedure and to the Legal Ombudsman, you may also have a right to object to the bill by applying to the Court for an assessment of the bill under Part 3 of the Solicitors Act 1974. Please note that if all or any part of the bill remains unpaid, we may be entitled to charge interest upon it.

In addition to directing a complaint to the Legal Ombudsman (LEO) You may also refer your dispute for Alternative Dispute Resolution (ADR). An approved provider operating in the legal services sector is CEDR ([www.cedr.com](http://www.cedr.com)).

You also have the right to make a report to the Solicitors Regulation Authority (SRA) if your complaint relates to:

- A breach of a Principle of the SRA Code of Conduct 2019 and/or;
- Allegations of dishonesty or discrimination.

The easiest way to report a concern to the SRA is online at [www.sra.org.uk/consumers/problems/report-solicitor](http://www.sra.org.uk/consumers/problems/report-solicitor)

Alternatively, you can contact the SRA by telephone on 0370 606 2555 or write to them at the address below:

Solicitors Regulation Authority  
The Cube,  
199 Wharfside Street,  
Birmingham,  
B1 1RN