

Albertson Solicitors Limited

COMPLAINTS HANDLING POLICY

Our complaints policy

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. This will help us to improve our standards. If you have a complaint, please contact us at our registered office address; 14 Old Square, Lincoln s Inn, London WC2A 3UE with the details. We have eight weeks to consider your complaint, but we would prefer to resolve any problem in a quicker time frame if possible. If we have not resolved it within this time you may complain to the Legal Ombudsman.

What will happen if you make a complaint to us?

1. We will send you a letter or email acknowledging receipt of your complaint within ten working days of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. This will normally involve passing your complaint to our client care Director Peter Dovey who will review your matter file and speak to the member(s) of staff who acted for you. If the complaint is against Peter Dovey, a senior colleague will be appointed to investigate the complaint.
3. Peter Dovey will then either invite you to a meeting to discuss and hopefully resolve your complaint or send a detailed letter or email setting out his views on the complaint, which will include our suggestions for resolving the matter. He will seek to do this within 20 working days of sending you the acknowledgement letter.
4. Within five working days of any meeting Peter Dovey will write to you to confirm what took place and any solutions he has agreed with you.
5. After any further communication and if you are still not satisfied, you can then contact them at Legal Ombudsman, PO Box 6167, Slough SL1 about your complaint.

Normally, you will need to bring a complaint to the Legal Ombudsman within six months of receiving a final written response from us about your complaint or within six years of the act or omission about which you are complaining occurred (or if outside of this period, within three years of when you should reasonably have been aware of it).

For further information, you should contact the Legal Ombudsman on 0300 555 0333 or enquiries@legalombudsman.org.uk

6. You also have at all times a right to complain to the Solicitors Regulation Authority (SRA) details of which are set out here: <https://www.sra.org.uk/consumers/problems/report-solicitor/>