

SANDERSONS SOLICITORS

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

1. If you are dissatisfied about the manner in which we have handled your affairs (not just the result) you should take it up with the staff member who looks after it – preferably by a face to face informal discussion. This was suggested in the terms and conditions which were attached to the client care letter which we sent you at the beginning of the matter.
2. If the informal discussion with the staff member does not resolve your dissatisfaction or explain it to your satisfaction you should ask for the matter to be considered by Paul Grimwood the Director who deals with all client complaints.
3. So that the Mr Grimwood can deal with your concern effectively you must write a short note setting out the reasons for your concern/dissatisfaction and send it to him directly at 17-19 Parliament Street, Hull, HU1 2BH.
4. Upon receipt of your letter Mr Grimwood will request your matter file from the staff member to be sent to him and in addition to this he will also request information from the person you wish to complain against allowing him to set out the issues and the reasons for what has occurred as he/she sees it.
5. You should hear from Mr Grimwood within 7 days of receipt of your letter acknowledging safe receipt and confirming that the matter is now being looked at. Mr Grimwood will then look into complaint by looking through the file and reading both your letter and the information received from the staff member – remember that at Christmas, Easter and August there are occasional delays because of holidays).
6. Following his investigation, considering all the facts presented, Mr Grimwood will endeavour to reply in writing to your initial complaint within 21 days with his decision.
7. A copy of your complaint will be held on record for a period of 6 years after this time the file will be destroyed.
8. If you are dissatisfied with the outcome you are within your rights to exercise other legal rights including complaining to the

Legal Ombudsman, PO Box 6806, Wolverhampton, WV1 9WJ

Website: www.legalombudsman.org.uk

Telephone: 0300 555 0333 between 9am and 5pm

email: enquiries@legalombudsman.org.uk

The Legal Ombudsman can help you if we are unable to resolve your complaint ourselves. They will look at your complaint independently and it will not affect how we handle your case.

Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complain with us first. If you have, then you must take your complaint to the Legal Ombudsman:

- a. Within six months of receiving our final response to your complaint
- and
- b. No more than one year from the date of the act or omission being complained about;
or
 - c. No more than one year from the date when you should reasonably have known that there was cause for complaint.

The Solicitors Regulation Authority could help you if you think a solicitor might be dishonest or you have concerns about their 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.

Contact centre

The Cube
199 Wharfside Street
Birmingham
B1 1RN
DX 720293 BIRMINGHAM 47

Telephone: 0370 606 2555
Email: contactcentre@sra.org.uk
Website: <https://www.sra.org.uk/>