

## **Your Right to Make a Complaint**

### **Our Complaint Procedure**

#### **1 Our Policy**

You have the right to complain to us.

You will not be charged for any time spent handling your complaint.

You can request a copy of this complaint procedure at any time.

We issue all clients with a copy of this Complaint Procedure:

- On instruction of our Firm;
- When you raise a complaint.

We shall aim to deal with any complaint that we may receive promptly, fairly, openly and effectively.

#### **2 Making a Complaint**

We want to give you the best possible service. However, if at any point you become unhappy or concerned about the service we have provided, then you should inform us immediately so that we can do our best to resolve the problem.

In the first instance it may be helpful to contact the person who is working on your case to discuss your concerns and we will do our best to resolve any issues at that stage. If you do not feel able to discuss your concerns with them, please contact the person responsible for the overall supervision of your matter, who will be named in the Client Care letter we sent you at the beginning of your matter.

If you do not feel able to raise your concerns with either the fee earner or their supervisor, or if you have raised your issues with the fee earner and you are still not satisfied with the response, you can refer the matter to the Firm's **Complaints Manager**, who is Derrick Garwood, by emailing [office@garwoodtan.co.uk](mailto:office@garwoodtan.co.uk) or writing to 19 Church Plain, Great Yarmouth, Norfolk NR30 1NE.

Making a complaint will not affect how we handle your case.

If you need to make a complaint, you should:

- Complain as soon as possible;
- Provide your full name and contact details;
- Provide us with your file reference number, if you have it;
- Be clear on what the issue is and how you would like it to be resolved;
- Allow us up to eight weeks to resolve your complaint.

If you require any help in making your complaint, we will try to help you.

### **3. Handling and Resolving a Complaint**

We will write to you within (three) working days acknowledging your complaint, enclosing a copy of this policy.

We will investigate your complaint. This will usually involve:

- Reviewing your complaint;
- Reviewing your file(s) and other relevant documents; and
- Liaising with the person who dealt with your matter.

We may also need to ask you for further information or documents. If so, we will ask you to provide the information within a specific period of time.

We will update you on the progress of your complaint at appropriate times.

We may also, if appropriate, invite you to a meeting to discuss your complaint. You do not have to attend if you do not wish to or if you are unable to. We will be happy to discuss the matter with you by telephone or video conference.

We will provide you with a written outcome following an investigation into your complaint to tell you what we have done and what we propose to do to resolve your complaint.

Our aim is to resolve all complaints within 8 weeks from the date of receipt.

If we cannot resolve your complaint, you can speak directly to the Legal Ombudsman who can help. They will look at your complaint independently and it will not affect how we handle your case. The Legal Ombudsman service is free of charge.

Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complaint with us first. If that has occurred, you must make your complaint to them:

- Within six months of receiving a final response to your complaint;
- No more than six years from the date of act/omission; or
- No more than three years from when you should reasonably have known there was cause for complaint.

If you would like more information about the Legal Ombudsman, please contact them as follows:-

#### **Contact details**

Visit: [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk)

Call: 0300 555 0333 between 9.00 to 17.00.

Email: [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk)

Legal Ombudsman PO Box 6806, Wolverhampton, WV1 9WJ

**What to do if you are unhappy with our behaviour**

The Solicitors Regulation Authority can help 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.

Visit their website to see how you can raise your concerns with the [Solicitors Regulation Authority](#).

