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**Debt collection flow chart**

This flow chart applies to any business (including sole traders and public bodies) claiming payment of a debt from an individual (including a sole trader). This flow chart does not apply to business to business debts unless the debtor is a sole trader.

**Call us now on 01606 74301**

**Or email us at reception@mosshaselhurst.co.uk**

Part admission

Can apply for Default Judgment

Claim proceeds through the Court system

Consider appropriate methods of enforcement if debtor does not pay

No reply

Admission

Defence

Contact mosshaselhurst Debt Collection Team

30 day letter before claim sent

Claim form prepared and sent to Court for issue and service

Debtor pays – no further action required

Claim served on debtor

Debtor pays – no further action required