



ELITE CONVEYANCING

EXCELLENTIAM IN MINISTERIUM PARTUS

Client Complaints Procedure

At Elite Conveyancing we take pride in providing excellence in the delivery of service for our clients. Whilst we always strive to provide only the highest standard of service, we recognise that from time-to-time things don't always go to plan.

This Complaints Procedure gives you all the information you need if you do not feel satisfied with the service that you receive from us for you to get in touch and let us know so that we can put things right.

How do I raise a service complaint?

If you do not feel satisfied with our service and feel that the matter can be resolved informally, you may wish to discuss this with your Lawyer directly or you can ask to speak to their Authorised Supervisor.

If you would prefer to raise a formal complaint you can do so by emailing Hayley Hellon, Head of Legal Practice on hayley@elite-conveyancing.com to raise a Stage 1 Complaint. We will acknowledge your complaint within 7 days and respond in full within 28 days.

Should you not feel satisfied with our response to your complaint then this may be escalated as a Stage 2 Complaint to Tricia Lonorgan, COO on tricia@elite-conveyancing.com We will acknowledge this within a further 7 days and respond in full within 8 weeks of your original complaint.

What happens if I don't agree with your views on the complaint?

If we are unable to resolve the complaint with you then you can have the complaint

independently looked at by the Legal Ombudsman. The Legal Ombudsman investigates problems about poor service from lawyers.

Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complaint with us first. If after receiving our final response to your Stage 2 complaint you still do not feel satisfied, or if we have not resolved your complaint 8 weeks from the date that you raise it, then you may take your complaint to the Legal Ombudsman. Complaints to the Legal Ombudsman must be made:

- Within six months of receiving our final response to your complaint **and**
- No more than six years from the date of act / omission complained of; 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 or would like to escalate a complaint with them, please contact them using the contact details below:

Visit www.legalombudsman.org.uk

Call 03005550333 between 9am to 5pm.

Email enquiries@legalombudsman.org.uk
Legal Ombudsman PO Box 6806, Wolverhampton, WV19WJ

Other Alternative Dispute Resolution entities exist and are also available to deal with disputes in the legal services sector – eg. Ombudsman Services, ProMediate.

Review date	Reviewed by	Amendments
01/04/2022	NS	
16/01/2023	HH	Changed first stage to HH email and office new address

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Company Registration Number 13439301