

# **ADAMS HETHERINGTON**

## **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 with the details. We have 8 weeks to consider your complaint. If we have not resolved it within this time you may complain to the Legal Ombudsman.

### **What will happen next?**

1. We will send you a letter acknowledging receipt of your complaint within 5 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 partner Tony Hetherington who will review your matter file and speak to the member of staff who acted for you.
3. Tony Hetherington will then invite you to a meeting to discuss and hopefully resolve your complaint. This will be done within 14 days of sending you the acknowledgement letter.
4. Within 3 days of the meeting Tony Hetherington will write to you to confirm what took place and any solutions he has agreed with you.
5. If you do not want a meeting or it is not possible Tony Hetherington will send you a detailed written reply to your complaint, including his suggestions for resolving the matter, within 21 days of sending you the acknowledgement.
6. We will write to you within 14 days of receiving your request for a review confirming our final position on your complaint and explaining our reasons.
7. If you are still not satisfied, you can then contact the Legal Ombudsman at PO Box 6806, Wolverhampton WV1 9WJ about your complaint. Normally you will need to bring a complaint to the Legal Ombudsman ([www.legalombudsman.org.uk](http://www.legalombudsman.org.uk)) within 6 months of receiving a final written response from us about your complaint or within 6 years of the act or omission about which you are complaining occurring (or if outside of this period, within 3 years of when you should reasonably have been aware of it). for further information you should contact the Legal Ombudsman on 0300 5550333 or at [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk)