

actons  
solicitors



The Perfect Fit...

# Services

## Business Services:

Corporate & Commercial  
Dispute Resolution  
Debt Recovery  
Insolvency & Corporate Recovery  
Commercial Property  
Employment Law

## Individual Services:

Personal Injury  
Moving House  
Family Dispute Resolution  
Wills Trusts & Probate

This brochure is intended to give an overview of the services available from Actons. If you require any further information please visit our website [www.actons.co.uk](http://www.actons.co.uk) or contact us on 0115 9 100 200



## ■ The Perfect Fit...

We are an East Midlands firm of Solicitors based in Nottingham. We are renowned for providing high quality legal services that are primarily based on a practical approach – taking full account of the needs of our clients. We operate two main departments Business Services and Individual Services. Each of these departments is made up of teams comprised of lawyers who are specialists in their field.

We are consistently recognised in professional publications including the Legal 500 and Chambers Guide to the Legal Profession. Such recognition is testament to the quality of the services that we provide.

The standard of our services is also reflected by our membership of LawNet – one of the largest networks of law firms in Great Britain & Ireland and our ISO, Investors In People and Lexcel accreditations.

Our aim is simple – to satisfy all your legal requirements and be the perfect fit.



## Part of Your Team... The Perfect Fit...

As the owner or manager of a business you are faced with many legal issues. We know that your time is valuable and that you can't afford to be distracted by these issues.

Our Business Services Department can help prevent this and allow you to focus on running your business. We want to work with you, and help you, as much or as little as you require, to allow you to understand the legal issues with which you are faced.

We aim to build a strong and lasting relationship with you so that we can fully understand you and your business and consequently improve the quality of the service that we provide. Above all, we want to be a valued part of your team because we believe that we can help you and your business to be successful.



“

***We have always found Actons to be responsive to our needs. The advice and support has been practical, effective and delivered in plain, uncomplicated terms.”***

## ■ Corporate & Commercial

If you are seeking to buy or sell a business, our team has the expertise to help you through what can be a complicated transaction. We advise clients on deals varying in complexity and value. Whether the deal is for thousands or millions of pounds you can be assured that you will receive the same high standard of service.

When you need assistance with the preparation of commercial contracts whether standard terms of trade, terms for 'one off' transactions, such as the acquisition of a new IT system, or for the appointment of an agent or distributor we have the knowledge to help you.

Our team has practical experience of all aspects of lending and security matters and regularly acts for a number of institutional lenders. Whether you are acquiring or providing finance we can help.

Articles of association, shareholders' and partnership agreements are key to the internal regulation of your business. We can assist you in ensuring that these documents are properly dealt with. We also offer a full company secretarial service to ease the burden of compliance with company legislation.



## Dispute Resolution

Disputes are often time-consuming, expensive and can prevent you from concentrating on what really matters – running your business. We know that the last thing you want is to be involved in legal disputes which could have been avoided, so we work to deliver commercial and pro-active advice from the beginning to help you resolve issues with minimum stress and expense. We have considerable experience of alternative dispute resolution methods, including mediation.



## Debt Recovery

Our Debt Recovery team understands that cash lubricates business. Without prompt payment of invoices even the healthiest businesses can suffer and this is where we can help.

We offer a comprehensive debt recovery service which can be tailored to your requirements and often involves nothing more than a carefully worded letter. Our service covers full debt support from issuing first reminders to securing ultimate payment. We can also help you avoid many problems associated with debt collection by advising on credit control systems and drafting standard terms of trading.



## ■ Insolvency & Corporate Recovery

Our Insolvency & Corporate Recovery team is one of the premier insolvency and corporate recovery teams in the East Midlands. It is consistently recognised as such by both the Legal 500 and Chambers Guide to the Legal Profession.

We benefit from considerable expertise gained in acting for Licensed Insolvency Practitioners, both locally and nationally in connection with both corporate and individual insolvency. The level of our expertise is reflected by the fact that two solicitors at Actons are Licensed Insolvency Practitioners.

We can assist you through all stages of the insolvency process from preliminary advice relating to financial problems through to formal procedures such as voluntary arrangements, bankruptcy and liquidation. We can also advise you of your rights in the event that your business is affected by the insolvency or financial problems of a third party.



## Commercial Property

Whether you are looking to acquire or dispose of leasehold or freehold premises or develop land – we can assist you. We regularly act for businesses, landowners, developers, landlords and tenants and will work closely with you providing strategic advice and support at all stages to ensure that you achieve the most effective outcome for your transaction.

The expertise of our team covers the full range of commercial property issues such as leasehold matters, acquisitions and disposals, all aspects of development work, insolvency realisations and agricultural issues. Individual members of the team have particular expertise in matters such as minerals and aggregates and acting for health care professionals.



## Employment Law

Promoting a healthy and productive working environment is at the heart of every business. Clear contracts, policies and procedures are central to a secure and content workforce.

Employment law is becoming a much more complex field, with ever increasing regulation. We will work with you to create up to date and fair practices and policies which are in keeping with your organisation and reflect changes in the law. We will always provide proactive advice in line with your commercial objectives.

We have extensive experience of advising on the employment law implications of the acquisition and disposal of businesses. We also provide training, free seminars and a monthly email update, ByteSize.

If a claim is unavoidable, our experienced advocates will advise you on all aspects of employment law including unfair dismissal, discrimination and breach of contract.

**“  
Actons provide us with  
an excellent service.  
The advice they give is  
always prompt and  
clear, addressing the  
practical realities  
of dealing with  
employment problems  
in the workplace.”**



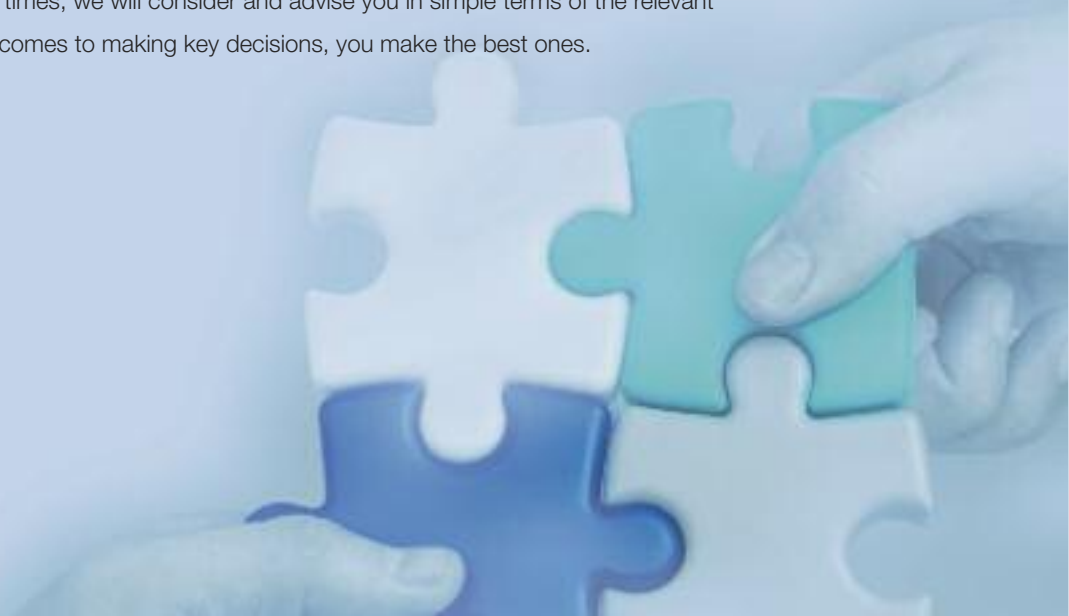
## ■ Considering Your Needs ... The Perfect Fit...

When dealing with sensitive personal matters, you want to be sure that your legal advisor understands you and your personal objectives. Our supportive teams will work efficiently with you to resolve difficult matters.

Whether you are seeking compensation for an injury, employment advice, looking to move home, require relationship advice or advice regarding wills and estates, we offer the necessary expertise. We respond quickly to your needs and aim to bring about the best resolution for you.

We understand communication is key and will keep you up-to-date with what is happening at all times. You need to know that your legal advisor understands your priorities fully and puts you first. We do.

During such important times, we will consider and advise you in simple terms of the relevant issues so that when it comes to making key decisions, you make the best ones.



## Personal Injury

Our specialist Personal Injury team is widely experienced in handling all levels of claim from modest to catastrophic injury cases.

The team combines professional experience with a personalised approach to deliver high quality services for our clients with the aim of bringing each case to a speedy and beneficial conclusion.

We have built up considerable expertise in local authority, employers' and public liability claims as well as road traffic accident work. We are proud to be regularly mentioned in the Legal 500 as a leading Claimant firm in the East Midlands.

The team have also launched an innovative web based service –

[www.injurycompensationonline.co.uk](http://www.injurycompensationonline.co.uk)

This facility enables clients to see how a claim is made, access an interactive compensation guide and start the claims process online.



**“** *The service I received was superb. I had a serious accident and the team dealt with my case very well.* **”**

## Moving House

Our residential property team fully appreciate that moving house can be stressful and with this in mind we draw on our expertise to help your move go as smoothly as possible. We will always keep you up to date as to the status of your sale and/or purchase and it will be progressed as swiftly as possible. When problems arise we have the knowledge to suggest solutions to keep matters on track.

If you are buying a property as an investment we can provide advice on letting the property including preparation of tenancy agreements and guiding you through the regularly changing rules and regulations that apply to landlords of residential properties.



## Family Dispute Resolution

It's a fact of life that family relationships don't always work out. We are here to support you through difficult times and to offer you clear advice. We can advise on divorce and its financial consequences, disputes relating to child residence and contact or any other matters relating to: a child's upbringing; injunctions; disputes with the Child Support Agency; the breakdown of civil partnerships and disputed wills & estates.

We take the time to listen to your concerns and guide you through the practicalities of resolving any issue. We will talk you through the difficult decisions that you need to make and support you in your choices so that you can work towards a happier future.

We also understand that family disputes can impact on other areas of your life including business or family trust interests and the team has considerable experience of such matters.



## Wills Trusts & Probate

Many people under-estimate the importance of properly organising their financial and personal affairs.

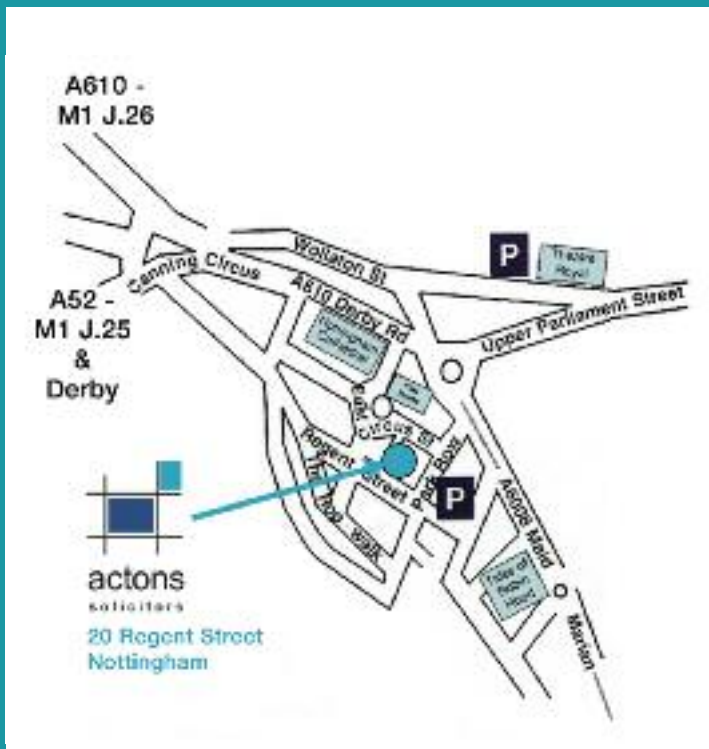
Our Wills Trusts & Probate team are here to provide you with friendly legal advice tailored to your individual needs. We will produce a Will that is perfectly suited to you and which takes advantage of available estate planning and wealth preservation opportunities.

Our team can shape a trust to your particular needs. Trusts can enable you to retain control and access to your hard earned capital. They can help to protect vulnerable beneficiaries, whilst potentially saving significant amounts of tax. We consider your investments, life assurance and pensions and how they all affect your estate planning.

The complex probate process can be distressing after suffering the loss of a friend or relative. We use our expertise to guide you through this difficult time and ensure that the estate is dealt with efficiently and sensitively.

Our specialist team can also provide you with clear and expert guidance on Lasting Powers of Attorney and how they can protect you in the event of an incapacitating illness.





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