

Statement of Costs (summary assessment)

In the

Court

Judge/Master

Case
Reference

Case Title

[Party]'s Statement of Costs for the hearing on *(date)*

(interim application/fast track trial)

Description of fee earners*

(a) *(name) (grade) (hourly rate claimed)*

(b) *(name) (grade) (hourly rate claimed)*

(c) *(name) (grade) (hourly rate claimed)*

(d) *(name) (grade) (hourly rate claimed)*

Attendances on *(party)*

Personal attendances

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Letters out/emails

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Telephone

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Attendances on opponents (including negotiations):

Personal attendances

(a) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(b) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(c) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(d) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>

Letters out/emails

(a) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(b) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(c) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(d) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>

Telephone

(a) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(b) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(c) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(d) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>

Attendance on others:

Personal attendances

(a) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(b) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(c) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(d) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>

Letters out/emails

(a) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(b) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(c) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(d) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>

Telephone

(a) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(b) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(c) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>
(d) (<i>number</i>)	<input type="text"/>	hours at £	<input type="text"/>	£	<input type="text"/>

Site inspections etc.

(a) (number)

hours at £

£

(b) (number)

hours at £

£

(c) (number)

hours at £

£

(d) (number)

hours at £

£

Work done on documents, as set out in schedule:

Attendance at hearing:

(a) (number)

hours at £

£

(b) (number)

hours at £

£

(c) (number)

hours at £

£

(d) (number)

hours at £

£

(e) Fixed costs

£

(a) (number)

hours travel and waiting time £

£

(b) (number)

hours travel and waiting time £

£

(c) (number)

hours travel and waiting time £

£

(d) (number)

hours travel and waiting time £

£

Sub Total £

* 4 grades of fee earner are suggested:

- (A) Solicitors with over eight years post qualification experience including at least eight years litigation experience.
- (B) Solicitors and legal executives with over four years post qualification experience including at least four years litigation experience.
- (C) Other solicitors and legal executives and fee earners of equivalent experience.
- (D) Trainee solicitors, para legals and other fee earners.

“Legal Executive” means a Fellow of the Institute of Legal Executives. Those who are not Fellows of the Institute are not entitled to call themselves legal executives and in principle are therefore not entitled to the same hourly rate as a legal executive.

Brought forward £

Counsel's fees (name) (year of call)

Fee for [advice/conference/documents]

£

Fee for hearing

£

Other expenses

Court fees

£

Others (give brief description)

£

Total

£

Amount of VAT claimed

on solicitors and counsel's fees

£

on other expenses

£

Grand Total £

The costs stated above do not exceed the costs which the (party) is liable to pay in respect of the work which this statement covers. Counsel's fees and other expenses have been incurred in the amounts stated above and will be paid to the persons stated.

(party)

Signed

Dated

Name of Partner signing

Name of firm of solicitors

Schedule of work done on documents

Item	Description of work <i>(one line only)</i>	(A) hours	(B) hours	(C) hours	(D) hours	Total £
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
Total						