# Statement of Costs (summary assessment)

| In the Court | |
|---|---|
| Case Reference | |

**Judge/Master**

**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)*

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

Attendances on opponents

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

Attendance on others

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

Site inspections etc

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |


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Work done on negotiations

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

Other work, not covered above

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

Work done on documents

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

Attendance at hearing

| | | | | | |
|---|---|---|---|---|---|
| (a) *(number)* | | hours at £ | | £ | |
| (b) *(number)* | | hours at £ | | £ | |
| (c) *(number)* | | hours at £ | | £ | |
| (d) *(number)* | | hours at £ | | £ | |

| | | | | | |
|---|---|---|---|---|---|
| (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 £**

**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)*

Dated

Signed

Name of firm of solicitors [partner] for the *(party)*

***** 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.

In respect of each fee earner communications should be treated as attendances and routine communications should be claimed at one tenth of the hourly rate.

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