

Request for a Default Costs Certificate

Name of court	
Claim no.	
Fee Account no.	
Claimant (include Ref.)	
Defendant (include Ref.)	

I certify that (1) notice of commencement (2) the bill of costs and (3) a copy of the document giving the right to detailed assessment, were served on the paying party
(and give details of any other party served with the notice)

on _____ (insert date)

Copies of (1) and (3) are attached.

I also certify that I have not received any points of dispute and that the time for receiving them has now elapsed.

I now request the court to issue a certificate for the amount of the bill of costs plus such fixed costs and court fees as are appropriate in this case.

Signed _____
(Claimant)(Defendant)(’s legal representative)

Date _____