

Request for provisional/
detailed assessment
(general form)

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

I certify that the Notice of Commencement was served on the paying party
(and give details of any other party served with the notice)
on (insert date)

I enclose (tick as appropriate)

- the document giving the right to detailed assessment;
the Notice of Commencement;
the bill of costs;
the paying party's points of dispute, annotated as necessary in order to show (1) which items have been agreed and their value and (2) which items remain in dispute and their value (Precedent G);
points in reply (if any);
a statement giving the names, addresses for service and references of all persons to whom the court should give notice of the hearing;
the relevant details of any additional liability claimed;
copies of all the orders made by the court relating to the costs of the proceedings which are to be assessed;
any fee notes of counsel and receipts or accounts for other disbursements relating to items in dispute;
[where there is a dispute as to the receiving parties ability to pay] the client care letter delivered to the receiving party or the legal representative's retainer;

I confirm the costs claimed are £75,000 or less and I ask the court to undertake a provisional assessment.
I also enclose (tick as appropriate)
an additional copy of the bill, including a statement of the costs claimed in respect of the detailed assessment based on the assumption that there will not be an oral hearing; and
the offers made (those marked 'without prejudice save as to costs' or made under Part 36 must be contained in a sealed envelope, marked 'Part 36 or similar offers', but not indicating which party or parties have made them).
I confirm the costs claimed are over £75,000 and I ask the court to arrange a detailed assessment hearing.
I believe the hearing will take (give estimate of time court should allow).

I enclose the fee of £ Fee Account no.

Signed Date
(Claimant)(Defendant)(s legal representative)