

	A	B	C	D	E	F
1	Costs budget of [Claimant / Defendant] dated []					page 1
2	In the: Parties: Claim number:	xxx				
3		yyy				
4		zzz				
5	Work done / to be done	Incurred		Estimated		Total (£)
		Disbs (£)	Time costs (£)	Disbs (£)	Time costs (£)	
6						
7	Pre-action costs	£0.00	£0.00			£0.00
	Issue /statements of case					
8		£0.00	£0.00	£0.00	£0.00	£0.00
9	CMC	£0.00	£0.00	£0.00	£0.00	£0.00
10	Disclosure	£0.00	£0.00	£0.00	£0.00	£0.00
11	Witness statements	£0.00	£0.00	£0.00	£0.00	£0.00
12	Expert reports	£0.00	£0.00	£0.00	£0.00	£0.00
	PTR			£0.00	£0.00	£0.00
13	Trial preparation			£0.00	£0.00	£0.00
14	Trial			£0.00	£0.00	£0.00
15	ADR / Settlement discussions	£0.00	£0.00	£0.00	£0.00	£0.00
	Contingent cost A:			£0.00	£0.00	£0.00
17	Contingent cost B:			£0.00	£0.00	£0.00
18						
19						
20						
	GRAND TOTAL (including both incurred costs and estimated costs)	£0.00	£0.00	£0.00	£0.00	£0.00
21						
22	This estimate <u>excludes</u> VAT (if applicable), success fees and ATE insurance premiums (if applicable), costs of detailed assessment, costs of any appeals, costs of enforcing any judgment and [complete as appropriate]					
23	Approved budget					£ -
24	Budget drafting 1% of approved budget or £1,000					£ -
25	Budget process 2%					£ -
26	Statement of Truth					
	This budget is a fair and accurate statement of incurred and estimated costs which it would be reasonable and proportionate for my client to incur in this litigation.					
27	Signed					Dated
28	Position					
29						
30	version 23/09/2016					

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V												
1															page 2													
2	In the: xxx																											
3	Parties: yyy																											
4	Claim number: zzz																											
5				PRE-ACTION COSTS			ISSUE / STATEMENTS OF CASE				CMC																	
			RATE (per hour)	Incurred costs	Estimated costs		TOTAL	Incurred costs	Estimated costs		TOTAL	Incurred costs	Estimated costs		TOTAL													
6					£	Hours			£	£			Hours	£			£	Hours	£									
7																												
8		Fee earner time		£0.00			£0.00	£0.00	0.00 £0.00		£0.00	£0.00	0.00 £0.00		£0.00													
9	1	grade															£0.00	£0.00										
10	2	grade															£0.00	£0.00	0.00	£0.00	£0.00	0.00	£0.00	£0.00				
11	3	grade															£0.00	£0.00	0.00	£0.00	£0.00	0.00	£0.00	£0.00				
12	4	grade															£0.00	£0.00	0.00	£0.00	£0.00	0.00	£0.00	£0.00				
13	5	Time value (1 to 4)															£0.00	£0.00	0.00	£0.00	£0.00	0.00	£0.00	£0.00				
14		Expert's costs																										
15	6	Fees															£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		£0.00			
16	7	Disbursements															£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		£0.00			
17		Counsel fees																										
18	8	Leading counsel		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00														
19	9	Junior counsel		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00														
20	10	Court fees		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00														
21	11	Other Disbursements		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00														
22	13	Disbursements (6 to 11)		£0.00			£0.00	£0.00	£0.00		£0.00	£0.00		£0.00														
23	14	Total		£0.00			£0.00	£0.00	£0.00		£0.00	£0.00		£0.00														
24								Assumptions: Issue / statements of case.				Assumptions: CMC:																
25																												
26																												
27																												
28																												
29																												
30																												

	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1																page 3
2	In the: xxx															
3	Parties: yyy															
4	Claim number: zzz															
5					DISCLOSURE							WITNESS STATEMENTS				
			RATE (per hour)		Incurring costs	Estimated costs		TOTAL			Incurring costs	Estimated costs		TOTAL		
6				£	Hours	£			£	Hours	£					
7																
8		Fee earner time														
9	1	grade	£0.00	£0.00	0.00	£0.00	£0.00	£0.00		£0.00	0.00	£0.00	£0.00			
10	2	grade	£0.00	£0.00	0.00	£0.00	£0.00	£0.00		£0.00	0.00	£0.00	£0.00			
11	3	grade	£0.00	£0.00	0.00	£0.00	£0.00	£0.00		£0.00	0.00	£0.00	£0.00			
12	4	grade	£0.00	£0.00	0.00	£0.00	£0.00	£0.00		£0.00	0.00	£0.00	£0.00			
13	5	Time value (1 to 4)		£0.00	0.00	£0.00	£0.00	£0.00		£0.00	0.00	£0.00	£0.00			
14		Expert's costs														
15	6	Fees		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00			
16	7	Disbursements		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00			
17		Counsel fees														
18	8	Leading counsel		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00			
19	9	Junior counsel		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00			
20	10	Court fees		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00			
21	11	Other Disbursements		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00			
22	13	Total Disbursements (6 to 11)		£0.00		£0.00	£0.00	£0.00		£0.00		£0.00	£0.00			
23	14	Total (5 + 13)		£0.00		£0.00	£0.00	£0.00		£0.00		£0.00	£0.00			
24				Assumptions: disclosure.							Assumptions: witness evidence.					
25																
26																
27																
28																
29																
30																

	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	
1													Page 4	
2	In the: xxx													
3	Parties: yyy													
4	Claim number: zzz													
5				EXPERT REPORTS (see separate breakdown for expert fees)				EXPERT FEE SUMMARY						
			RATE (per hour)	Incurred costs	Estimated costs		TOTAL	Drafting note: Completing this summary will populate totals for fees in table on left.						
6														
7				£	Hours	£				incurred	estimated	estimated	estimated	Total esimated
8		Fee earner time						Type		report	conference	joint stms		
9	1	grade	£0.00	£0.00	0.00	£0.00	£0.00	xx	£	-	£	-	£	-
10	2	grade	£0.00	£0.00	0.00	£0.00	£0.00	xx	£	-	£	-	£	-
11	3	grade	£0.00	£0.00	0.00	£0.00	£0.00	xx	£	-	£	-	£	-
12	4	grade	£0.00	£0.00	0.00	£0.00	£0.00	xx	£	-	£	-	£	-
13	5	Time value (1 to 4)		£0.00	0.00	£0.00	£0.00	xx	£	-	£	-	£	-
14		Expert's costs						xx	£	-	£	-	£	-
15	6	Fees		£0.00	£0.00		£0.00	xx	£	-	£	-	£	-
16	7	Disbursements		£0.00	£0.00		£0.00	xx	£	-	£	-	£	-
17		Counsel fees						xx	£	-	£	-	£	-
18	8	Leading counsel		£0.00	£0.00		£0.00	xx	£	-	£	-	£	-
19	9	Junior counsel		£0.00	£0.00		£0.00	xx	£	-	£	-	£	-
20	10	Court fees		£0.00	£0.00		£0.00	xx	£	-	£	-	£	-
21	11	Other Disbursements		£0.00	£0.00		£0.00	xx	£	-	£	-	£	-
22	13	Total Disbursements (6 to 11)		£0.00		£0.00	£0.00	Sub total	£	-	£	-	£	-
23	14	Total (5 + 13)		£0.00		£0.00	£0.00	Total expert fees (incurred and estimated)						£0.00
24				Assumptions: expert evidence.										
25														
26														
27														
28														
29														
30														

	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO		
1																Page 5		
2	In the: xxx																	
3	Parties: yyy																	
4	Claim number: zzz																	
5				PTR						TRIAL PREPARATION								
			RATE (per hour)		Estimated costs		TOTAL					Estimated costs		TOTAL				
6					Hours	£						Hours	£					
7																		
8		Fee earner time																
9	1	grade	£0.00		0.00	£0.00	£0.00					0.00	£0.00	£0.00				
10	2	grade	£0.00		0.00	£0.00	£0.00					0.00	£0.00	£0.00				
11	3	grade	£0.00		0.00	£0.00	£0.00					0.00	£0.00	£0.00				
12	4	grade	£0.00		0.00	£0.00	£0.00					0.00	£0.00	£0.00				
	5	Time value (1 to 4)			0.00	£0.00	£0.00					0.00	£0.00	£0.00				
14		Expert's costs																
15	6	Fees					£0.00	£0.00						£0.00	£0.00			
16	7	Disbursements					£0.00	£0.00						£0.00	£0.00			
17		Counsel fees																
18	8	Leading counsel					£0.00	£0.00						£0.00	£0.00			
19	9	Junior counsel					£0.00	£0.00						£0.00	£0.00			
20	10	Court fees					£0.00	£0.00						£0.00	£0.00			
21	11	Other Disbursements					£0.00	£0.00						£0.00	£0.00			
	13	Total Disbursements (6 to 11)					£0.00	£0.00						£0.00	£0.00			
23	14	Total (5 + 13)				£0.00	£0.00						£0.00	£0.00				
24				Assumptions:PTR.							Assumptions:Trial prep.							
25																		
26																		
27																		
28																		
29																		
30																		

	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD
1															page 6
2	In the: xxx														
3	Parties: yyy														
4	Claim number: zzz														
5				TRIAL					SETTLEMENT / ADR						
			RATE (per hour)		Estimated costs		TOTAL			Incurred costs	Estimated costs		TOTAL		
6					Hours	£				£	Hours	£			
7															
8		Fee earner time													
9	1		£0.00		0.00	£0.00	£0.00			£0.00	0.00	£0.00	£0.00		
10	2		£0.00		0.00	£0.00	£0.00			£0.00	0.00	£0.00	£0.00		
11	3		£0.00		0.00	£0.00	£0.00			£0.00	0.00	£0.00	£0.00		
12	4		£0.00		0.00	£0.00	£0.00			£0.00	0.00	£0.00	£0.00		
13	5	Time value (1 to 4)			0.00	£0.00	£0.00			£0.00	0.00	£0.00	£0.00		
14		Expert's costs													
15	6	Fees				£0.00	£0.00					£0.00	£0.00		
16	7	Disbursements				£0.00	£0.00					£0.00	£0.00		
17		Counsel fees													
18	8	Leading counsel				£0.00	£0.00					£0.00	£0.00		
19	9	Junior counsel				£0.00	£0.00					£0.00	£0.00		
20	10	Court fees				£0.00	£0.00					£0.00	£0.00		
21	11	Other Disbursements				£0.00	£0.00					£0.00	£0.00		
22	13	Total Disbursements (6 to 11)				£0.00	£0.00			£0.00		£0.00	£0.00		
23	14	Total (5 + 13)				£0.00	£0.00			£0.00		£0.00	£0.00		
24				Assumptions: Trial.					Assumptions: Settlement / ADR.						
25															
26															
27															
28															
29															
30															

	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS				
1																			
2	In the: xxx																		
3	Parties: yyy																		
4	Claim number: zzz																		
5				RATE (per hour)	CONTINGENT COST A: [explain in assumptions box below]						CONTINGENT COST B: [explain in assumptions box below]								
						Estimated costs		TOTAL			Estimated costs		TOTAL						
6						Hours	£					Hours		£					
7																			
8		Fee earner time																	
9	1		£0.00		0.00	£0.00	£0.00							0.00		£0.00			£0.00
10	2		£0.00		0.00	£0.00	£0.00							0.00		£0.00			£0.00
11	3		£0.00		0.00	£0.00	£0.00							0.00		£0.00			£0.00
12	4		£0.00		0.00	£0.00	£0.00							0.00		£0.00			£0.00
13	5	Time value (1 to 4)			0.00	£0.00	£0.00							0.00	£0.00	£0.00			
14		Expert's costs																	
15	6	Fees			£0.00		£0.00							£0.00		£0.00			
16	7	Disbursements			£0.00		£0.00							£0.00		£0.00			
17		Counsel fees																	
18	8	Leading counsel			£0.00		£0.00							£0.00		£0.00			
19	9	Junior counsel			£0.00		£0.00							£0.00		£0.00			
20	10	Court fees			£0.00		£0.00							£0.00		£0.00			
21	11	Other Disbursements			£0.00		£0.00							£0.00		£0.00			
22	13	Total Disbursements (6 to 11)			£0.00		£0.00							£0.00		£0.00			
23	14	Total (5 + 13)			£0.00		£0.00	£0.00						£0.00		£0.00			
24				Assumptions : CONTINGENT COST A.								Assumptions: CONTINGENT COST B							
25																			
26																			
27																			
28																			
29																			
30																			