



## Section 2 – Form 5 (Bill of Costs)

This form covers all Supreme Court proceedings. Please delete rows or sections as appropriate.

### UKSC Form 5

#### Part 1 APPELLANT'S RESPONDENT'S BILL OF COSTS (delete as appropriate)

Case title/UKSC reference

Parties

Summary of UKSC  
decision

Brief outline of  
proceedings below

Brief outline of UKSC  
proceedings

Outline of funding  
arrangements

Fee earners and hourly  
rates

Other useful information

VAT number if appropriate

Item	Description/date etc	Profit costs	Counsel's fees	Other disbursements	VAT
<b>PERMISSION TO APPEAL</b>					
<b>Counsel's fees</b>					
1					
2					
3					
<b>Attendances on and communications with the court including fees paid</b>					
4					
5					
6					
<b>Attendances on and communications with counsel</b>					
7					
8					
9					
<b>Attendances on and communications with client</b>					
10					
11					
12					
<b>Attendances on and communications with opponent</b>					
13					
14					
15					
<b>Attendances on and communications with others (please specify)</b>					
16					
17					
18					
<b>Attendance at oral hearing</b>					
19					
20					
21					
<b>Work done on documents (itemise at Part 3)</b>					
22					
23					
24					
<b>Other work done/disbursements</b>					
25					
26					
27					
<b>Costs claimed against legal aid provider where party and party costs also claimed</b>					
28					
29					
30					
<b>NOTICE OF APPEAL</b>					
<b>Counsel's fees</b>					
31					
32					
33					
34					
35					
36					
<b>Attendances on and communications with the court including fees paid</b>					
37					
38					

Item	Description/date etc	Profit costs	Counsel's fees	Other disbursements	VAT
39					
40					
41					
42					
43					
<b>Attendance at appeal hearing</b>					
44					
45					
46					
47					
<b>Attendances on and communications with counsel</b>					
48					
49					
50					
51					
52					
53					
<b>Attendances on and communications with client</b>					
54					
55					
56					
57					
58					
59					
<b>Attendances on and communications with opponent</b>					
60					
61					
62					
63					
64					
65					
<b>Attendances on and communications with others (please specify)</b>					
66					
67					
68					
69					
70					
71					
<b>Work on documents (itemise at Part 3)</b>					
72					
73					
74					
75					
76					
77					
<b>Other work done/disbursements</b>					
78					
79					
80					
81					
82					
83					
<b>Costs claimed against legal aid provider where party and party costs also claimed</b>					
84					
85					
86					
87					
88					

Item	Description/date etc	Profit costs	Counsel's fees	Other disbursements	VAT
89					
90					
<b>COSTS OF ASSESSMENT</b>					
<b>Attendances on and communications with the court</b>					
91					
92					
93					
94					
<b>Attendances on and communications with counsel</b>					
95					
96					
97					
98					
<b>Attendances on and communications with opponent</b>					
99					
100					
101					
102					
<b>Work done drawing the bill</b>					
103					
104					
105					
106					
<b>Costs claimed against legal aid provider where party and party costs also claimed</b>					
107					
108					
109					
110					
<b>Other work done/disbursements</b>					
111					
112					
113					
114					
<b>Detailed assessment costs schedule</b>					
115					
116					
117					
118					
119					
<b>TOTAL COSTS CLAIMED excluding costs of assessment</b>					
Profit costs					
VAT on profit costs					
Counsel's fees					
VAT on counsel's fees					
Other disbursements					
VAT on other disbursements					
<b>TOTAL COSTS CLAIMED AGAINST LEGAL AID PROVIDER where party and party costs also claimed</b>					
Profit costs					
VAT on profit costs					
Counsel's fees					
VAT on counsel's fees					
Other disbursements					
VAT on other disbursements					
<b>TOTAL COSTS OF ASSESSMENT</b>					
Profit costs					

Item	Description/date etc	Profit costs	Counsel's fees	Other disbursements	VAT
	VAT on profit costs				
	Counsel's fees				
	VAT on counsel's fees				
	Other disbursements				
	VAT on other disbursements				
<b>Totals</b>					
<b>Grand total</b>					

<b>Part 2 SUMMARY AND AGREED AMOUNT TO BE CERTIFIED</b>					
	Claimed	Assessed off	Allowed	VAT	Total £ (Allowed + VAT)
Profit costs					
Counsels' fees					
Other disbursements					
Filing fee					
Assessment fee					
<b>Total amount to be certified</b>					
<b>Signed for receiving party</b>  <b>Signed for paying party</b>					

This Part should first be completed and signed by the receiving party and then (if appropriate) by the paying party. The receiving party should then return the bill to the Court along with the assessment fee.

*Cont'd overleaf*

[illegible]

*Cont'd overleaf*

<b>Part 4 CERTIFICATES – DELETE OR AMEND AS APPROPRIATE</b>		
<b>CERTIFICATE OF SERVICE</b> This bill was served on the appellant/respondent [NAME] on [DATE] This document was served on the [NAME OF SOLICITORS] by the following method: [METHOD OF SERVICE] I believe that the facts stated in this certificate are true		<b>Y/N</b>
<b>CERTIFICATE AS TO INTEREST OF LEGALLY AIDED PARTY PURSUANT TO REGULATION 119 OF THE CIVIL LEGAL AID (GENERAL) REGULATIONS 1989</b> The legally aided party has no financial interest in the detailed assessment <b>OR</b> A copy of this bill has been sent to the legally aided party in accordance with Regulation 119 of the Civil Legal Aid General Regulations 1989 with an explanation of his/her interest in the detailed assessment and the steps which can be taken to safeguard that interest in the assessment. He/she has/has not requested that the costs officer be informed of his/her interest and has/has not requested that notice of the detailed assessment hearing be sent to him/her.		<b>Y/N</b>  <b>Y/N</b>
<b>CERTIFICATES AS TO ACCURACY, INTEREST, PAYMENTS AND VAT</b> <b>(i) Accuracy</b> This bill is both accurate and complete <i>(where the receiving party was legally aided)</i> All the work claimed as payable by a legal aid provider was done under a certificate issued by the legal aid provider granted to [legally aided party] <i>(where costs are claimed for work done by an employed solicitor)</i> The work claimed at items [ ] was conducted by a solicitor who is an employee of the receiving party <i>(other cases where costs are claimed for work done by a solicitor)</i> The costs claimed in this bill do not exceed the costs which the receiving party is required to pay me/my firm.		<b>Y/N</b>  <b>Y/N</b>  <b>Y/N</b>  <b>Y/N</b>
<b>(ii) Interest and Payments</b> No rulings have been made in this case which affects the receiving party's entitlement to interest on costs <b>OR</b> The only rulings made in this case as to interest are as follows <i>[give brief details as to the date of such ruling]</i> <b>AND</b> No payments have been made by the paying party on account of costs included in this bill of costs <b>OR</b> The following payments have been made on account of costs included in this bill of costs <i>[give brief details of such payments]</i>		<b>Y/N</b>  <b>Y/N</b>  <b>Y/N</b>  <b>Y/N</b>
<b>(iii) Disbursements</b> All disbursements listed in this bill which individually do not exceed £500 (other than those relating to Counsel's fees) have been duly discharged.		<b>Y/N</b>
<b>(iv) VAT</b> With reference to the pending assessment of the appellant's/respondent's costs and disbursements which are payable by the appellant/respondent— the appellant/respondent, on the basis of its last completed VAT return, would [not] be entitled to recover/would be entitled to recover only X percent of the Value Added Tax on such costs and disbursements as input tax pursuant to Section 14 of the Value Added Tax Act 1983.		<b>Y/N</b>
I, <b>Grade</b> <b>solicitor at the firm</b> , certify that the above statements are true  Signed  Date		<b>Y/N</b>