

ANNEX A TO PRACTICE DIRECTION 51X – FORM N260A

N260(A)

Statement of Costs

(summary assessment)

**IN THE HIGH COURT OF JUSTICE
QUEEN'S BENCH DIVISION**

Claim No.

12345689

BETWEEN:

Mr A

Claimant

-and-

Company B

Defendant

CLAIMANT'S STATEMENT OF COSTS OF THE HEARING ON 5 OCTOBER 2018

DRAFT N260(A) - INTERIM APPLICATION

The costs stated above do not exceed the costs which the Claimant 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 and will be paid to the persons stated.

With reference to the summary assessed costs and disbursements herein which are payable by the [claimant/defendant] we the undersigned [solicitors to] [auditors of] the [claimant/defendant] hereby certify that the [claimant/defendant] [is/is not entitled to recover] [is entitled to recover only [] percent of the] Value Added Tax on such costs and disbursements, as input tax pursuant to the Value Added Tax Act 1994.

Signed

Dated

Name of legal representative signing.....

Name of firm of solicitors.....

LEGAL TEAM AND HOURLY RATES

LTM Grade	LTM Name	LTM Status	LTM Rate
A1	[INSERT NAME]	Partner	250.00
B1	[INSERT NAME]	Senior Solicitor	192.00
C1	[INSERT NAME]	Assistant Solicitor	161.00
D1	[INSERT NAME]	Trainee Solicitor	125.00
CL1	[INSERT NAME]	Costs Lawyer	120.00
LCsl	[INSERT NAME]	Leading Counsel	
JCsl	[INSERT NAME]	Junior Counsel	

Grade Definitions:

- (A) Solicitors and Chartered Legal Executives with over eight years post qualification experience including at least eight years litigation experience.
- (B) Solicitors and Chartered Legal Executives with over four years post qualification experience including at least four years litigation experience.
- (C) Other solicitors and Chartered Legal Executives and fee earners of equivalent experience.

"Chartered Legal Executive" means a Fellow of the Chartered Institute of Legal Executives (CILEx). Those who are not Fellows of CILEx are not entitled to call themselves Chartered Legal Executives and in principle are therefore not entitled to the same hourly rate as a Chartered Legal Executive.

PROFIT COSTS

Activity Name	Communication	LTM	LTM Rate	Time	Base Profit	VAT on Base	Total Profit
	Method	Grade			Costs	Profit Costs	Costs
Communicate (with Client)	Meeting	C1	161	0.20	32.20	6.44	38.64
		D1	125	1.00	125.00	25.00	150.00
	Letters/Emails	C1	161	0.20	32.20	6.44	38.64
		D1	125	1.00	125.00	25.00	150.00
	Telephone	C1	161	0.20	32.20	6.44	38.64
		D1	125	1.00	125.00	25.00	150.00
Communicate (with Client) Total				3.60	471.60	94.32	565.92
Communicate (with Counsel)	Meeting	A1	250	0.20	50.00	10.00	60.00
	Letters/Emails	C1	161	0.10	16.10	3.22	19.32
		B1	192	0.10	19.20	3.84	23.04
Communicate (with Counsel) Total				0.40	85.30	17.06	102.36
Communicate (witnesses)	Telephone	B1	192	0.60	115.20	23.04	138.24
Communicate (witnesses) Total				0.60	115.20	23.04	138.24
Communicate (Other Party(s)/other outside lawyers)	Meeting	A1	250	0.10	25.00	5.00	30.00
	Telephone	C1	161	0.20	32.20	6.44	38.64
		B1	192	0.20	38.40	7.68	46.08
Communicate (Other Party(s)/other outside lawyers) Total				0.50	95.60	19.12	114.72
Communicate (other external)	Letters/Emails	C1	161	0.10	16.10	3.22	19.32
Communicate (other external) Total				0.10	16.10	3.22	19.32
Billable Travel Time		D1	125	1.40	175.00	35.00	210.00
Billable Travel Time Total				1.40	175.00	35.00	210.00
Plan, Prepare, Draft, Review		A1	250	0.80	200.00	40.00	240.00
		B1	192	1.70	326.40	65.28	391.68
		C1	161	4.20	676.20	135.24	811.44
		D1	125	8.40	1,050.00	210.00	1,260.00
		CL1	120	2.00	240.00	48.00	288.00
Plan, Prepare, Draft, Review Total (see Document schedule)				17.10	2,492.60	498.52	2,991.12
GRAND TOTAL				23.70	3,451.40	690.28	4,141.68

COUNSEL'S BASE FEES

Description of work	LTM Grade	Counsel's Base Fees	VAT on Base Counsel Fees	Total Counsel Fees
Drafting Witness Statement	JCsl	1,250.00	250.00	1,500.00
Attending Conference	JCsl	550.00	110.00	660.00
	Junior Counsel Total	1,800.00	360.00	2,160.00
Preparing for Hearing	LCsl	1,500.00	300.00	1,800.00
Attendance at Hearing	LCsl	3,000.00	600.00	3,600.00
	Leading Counsel Total	4,500.00	900.00	5,400.00
Counsel's Fees Total		6,300.00	1,260.00	7,560.00

OTHER DISBURSEMENTS

Expense Name	Other Disbursements	VAT On Other Disbursements	Total Other Disbursements
Court Fees	255.00		255.00
Travel Expenses	10.80	2.16	12.96
	265.80	2.16	267.96

Sub totals

Base Profit Costs	3,451.40
Base Counsel's Fees	6,300.00
Disbursements	265.80

*VAT on Base Profit Costs	690.28
*VAT on Counsel's Fees	1,260.00
VAT on Other Disbursements	2.16

*VAT has been calculated at the standard rate of 20%

GRAND TOTAL	11,969.64
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DOCUMENT SCHEDULE

Date	Description of work	LTM Grade	LTM Rate	Time	Base Profit Costs
10-Sep-18	Checking and signing witness statement in support of Application Notice	A1	250	0.8	200.00
10-Sep-18	Considering failure of Defendant to provide further disclosure as requested and considering evidence to support	D1	125	0.7	87.50
10-Sep-18	Drafting Application Notice	D1	125	1.4	175.00
10-Sep-18	Drafting Witness Statement of Senior Partner in support of Application (3 pages). Perusing and considering Defendant's witness statement in reply (3 pages)	D1	125	1.2	150.00
20-Sep-18	Drafting Witness Statement of Witness A in support of Application Notice	C1	161	4.2	676.20
20-Sep-18	Perusing and amending draft Witness Statement of Witness A.	D1	125	5.1	637.50
01-Oct-18	Preparing N260	CL1	120	2.0	240.00
02-Oct-18	Drafting Brief to Counsel (2 pages) and collating enclosures	B1	192	1.7	326.40
Grand Total				17.1	2,492.60

