

ANNEX B TO PRACTICE DIRECTION 51X – FORM N260B

N260(B)

Statement of Costs

(summary assessment)

IN THE HIGH COURT OF JUSTICE

Claim No. 12345689

QUEEN'S BENCH DIVISION

BETWEEN:

Mr A

Claimant

-and-

Company B

Defendant

CLAIMANT'S STATEMENT OF COSTS FOR THE TRIAL ON 5 OCTOBER 2018

DRAFT N260(B) - TRIAL

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
A2	[INSERT NAME]	Partner	217.00
B1	[INSERT NAME]	Senior Solicitor	192.00
B2	[INSERT NAME]	Senior Solicitor	180.00
C1	[INSERT NAME]	Assistant Solicitor	150.00
C2	[INSERT NAME]	Assistant Solicitor	145.00
D1	[INSERT NAME]	Trainee Solicitor/Paralegal	125.00
D2	[INSERT NAME]	Trainee Solicitor/Paralegal	120.00
CL	[INSERT NAME]	Costs Lawyer	118.00
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.

(D) Trainee solicitors, paralegals and other fee earners.

"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 BY PHASE

Phase Name	Activity Name	LTM Grade	LTM Rate	Time	Base Profit Costs	VAT on Base	Total Profit Costs
Initial and Pre-Action Protocol Work	Communicate (with client)	A1	250	2.0	500.00	100.00	600.00
		A2	217	1.0	217.00	43.40	260.40
	Plan, Prepare, Draft, Review	A1	250	1.9	475.00	95.00	570.00
		B1	192	0.3	57.60	11.52	69.12
		C1	150	5.0	750.00	150.00	900.00
		D2	120	8.0	960.00	192.00	1,152.00
Initial and Pre-Action Protocol Work Total				18.2	2,959.6	591.9	3,551.5
Issue / Statements of Case	Communicate (with client)	A1	250	2.0	500.00	100.00	600.00
	Communicate (other external)	A2	217	6.0	1,302.00	260.40	1,562.40
	Plan, Prepare, Draft, Review	A1	250	3.0	750.00	150.00	900.00
		B1	192	5.0	960.00	192.00	1,152.00
		C2	145	7.0	1,015.00	203.00	1,218.00
		D2	120	10.0	1,200.00	240.00	1,440.00
Issue / Statements of Case Total				33.0	5,727.0	1,145.4	6,872.4
Case Management Conference	Plan, Prepare, Draft, Review	C1	150	2.4	360.00	72.00	432.00
		D1	125	1.0	125.00	25.00	150.00
Case Management Conference Total				3.4	485.0	97.0	582.00
Disclosure	Communicate (with client)	B1	192	0.8	153.60	30.72	184.32
	Plan, Prepare, Draft, Review	A1	250	1.2	300.00	60.00	360
		B1	192	3.0	576.00	115.20	691.2
		D1	125	12.0	1,500.00	300.00	1800
Disclosure Total				17.0	2,529.6	505.9	3,035.5
Witness statements	Communicate (witnesses)	A1	250	2.0	500.00	100.00	600.00
		B1	192	4.0	768.00	153.60	921.60
	Communicate (Other Party(s)/other outside lawyers)	B1	192	3.0	576.00	115.20	691.20
		Plan, Prepare, Draft, Review	A1	250	3.0	750.00	150.00
	B1		192	5.0	960.00	192.00	1,152.00
	C1		150	6.0	900.00	180.00	1,080.00
	D1		125	8.0	1,000.00	200.00	1,200.00
Witness statements Total				31.0	5,454.0	1,090.8	6,544.80
Expert reports	Communicate (with client)	A1	250	0.8	200.00	40.00	240.00
	Communicate (experts)	A1	250	1.0	250.00	50.00	300.00
	Plan, Prepare, Draft, Review	A1	250	1.4	350.00	70.00	420.00
		D1	125	8.0	1,000.00	200.00	1,200.00
Expert reports Total				11.2	1,800.0	360.0	2,160.0

PROFIT COSTS BY PHASE

Phase Name	Activity Name	LTM Grade	LTM Rate	Time	Base Profit Costs	VAT Base	on	Total Profit Costs	
Trial preparation	Plan, Prepare, Draft, Review	A1		250	2.0	500.00		100.00	600.00
		B1		192	4.0	768.00		153.60	921.60
		C1		150	6.0	900.00		180.00	1,080.00
		D2		120	6.0	720.00		144.00	864.00
		CL		118	2.0	236.00		47.20	283.20
Trial preparation Total				20.0	3,124.0		624.8	3,748.8	
Trial	Appear For/Attend	C1		150	6.0	900.00		180.00	1,080.00
	Communicate (with Counsel)	C1		150	1.0	150.00		30.00	180.00
	Billable Travel Time	C1		150	1.5	225.00		45.00	270.00
	Plan, Prepare, Draft, Review	C1		150	1.5	225.00		45.00	270.00
Trial Total				10.0	1,500.0		300.0	9297.6	
ADR / Settlement	Communicate (Other Party(s)/other outside lawyers)	B2		180	0.5	90.00		18.00	108.00
	Plan, Prepare, Draft, Review	B2		180	1.0	180.00		36.00	216.00
ADR / Settlement Total				1.5	270.0		54.0	324.00	
GRAND TOTAL				145.30	23,849.20		4,769.84	28,619.04	

COUNSEL'S FEES BY PHASE

Phase Name	Task Name	LTM Grade	Counsel's Base Fees	VAT on Base Counsel Fees	Total
Initial and Pre-Action Protocol Work	Legal Investigation	JCSl	250.00	50.00	300.00
Issue / Statements of Case	Preparation of Statements of Case	LCsl	1,000.00	200.00	1,200.00
Case Management Conference	Case Management Conference	JCSl	500.00	100.00	600.00
Witness statements	Preparing and Finalising Witness Statements	JCSl	800.00	160.00	960.00
Trial	Advocacy	LCsl	2,500.00	500.00	3,000.00
TOTAL			5,050.00	1,010.00	6,060.00

OTHER DISBURSEMENTS BY PHASE

Phase Name	Expense Name	Other Disbs	VAT On Other Disbs	Total
Issue / Statements of Case	Court Fees	455.00		455.00
Expert reports	Experts' Fees	500.00	100.00	600.00
Trial preparation	Court Fees	545.00		545.00
TOTAL		1,500.00	100.00	1,600.00

Sub totals

Base Profit Costs	23,849.20
Base Counsel's Fees	5,050.00
Disbursements	1,500.00

*VAT on Base Profit Costs	4,769.84
*VAT on Counsel's Fees	1,010.00
VAT on Other Disbursements	100.00

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

GRAND TOTAL	36,279.04
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DOCUMENT SCHEDULE

Phase Name	Date	Description of work	LTM Grade	LTM Rate	Time	Base Profit Costs
Initial and Pre-Action Protocol Work	19-Oct-16	Considering file and preparing documentation to be forwarded to the Claimant	A1	250	1.2	300.00
Initial and Pre-Action Protocol Work	19-Oct-16	Perusing file, dealing with risk assessment, conflict of interest and money laundering checks	B1	192	0.3	57.60
Initial and Pre-Action Protocol Work	19-Oct-16	Preparing medical form of authority	D2	120	1.5	180.00
Initial and Pre-Action Protocol Work	22-Oct-16	Considering file of papers, noting that company instructed to deal with the recovery of the motorcycle and the position with the replacement hire motorcycle	A1	250	0.7	175.00
Initial and Pre-Action Protocol Work	23-Oct-16	Preparing Notice of Funding	C1	150	1.0	150.00
Initial and Pre-Action Protocol Work	23-Oct-16	Reviewing file and checking the MOJ portal and noting no response received from the Defendant insurers	C1	150	0.5	75.00
Initial and Pre-Action Protocol Work	16-Nov-16	Preparing personal injury, loss and expenses and liability questionnaires	C1	150	2.5	375.00
Initial and Pre-Action Protocol Work	16-Nov-16	Reviewing file and noting that the matter is no longer on the MOJ portal and further investigations required	D2	120	4.0	480.00
Initial and Pre-Action Protocol Work	16-Nov-16	Reviewing file and the video footage and considering further action to be taken	C1	150	1.0	150.00
Initial and Pre-Action Protocol Work	28-Nov-16	Considering file and CRU Certificate	D2	120	1.0	120.00
Initial and Pre-Action Protocol Work	18-Jul-17	Considering file and CRU Certificate	D2	120	1.5	180.00
Issue / Statements of Case	30-Nov-16	Preparing the Claimant's Schedule of Loss	C2	145	1.5	217.50
Issue / Statements of Case	21-Feb-17	Considering file and preparing Particulars of Claim	C2	145	1.6	232.00
Issue / Statements of Case	21-Feb-17	Perusing and updating the Claimant's Schedule of Loss	C2	145	0.6	87.00
Issue / Statements of Case	27-Feb-17	Perusing file and further information obtained from the Claimant and updating his Schedule of Loss	D2	120	5.0	600.00
Issue / Statements of Case	21-Mar-17	Considering and updating the Claimant's Schedule of Loss	D2	120	4.5	540.00
Issue / Statements of Case	21-Mar-17	Considering and updating the Particulars of Claim	A1	250	3.0	750.00
Issue / Statements of Case	21-Mar-17	Reviewing file and considering matters and deciding on further steps to be taken to issue proceedings	D2	120	0.1	12.00
Issue / Statements of Case	27-Mar-17	Considering file and position with regard to issuing proceedings and noting that the Claimant's schedule needs to be finalised	D2	120	0.1	12.00
Issue / Statements of Case	27-Mar-17	Perusing file and further considering and updating the Particulars of Claim	C2	145	1.8	261.00
Issue / Statements of Case	21-May-17	Perusing file and updating the Claimant's schedule of loss	C2	145	1.5	217.50
Issue / Statements of Case	21-May-17	Perusing file and updating the Particulars of Claim	B1	192	3.0	576.00
Issue / Statements of Case	24-Sep-17	Perusing file in light of correspondence received from the Defendant and deciding on further steps to be taken in relation to the issuing of proceedings	D2	120	0.1	12.00

DOCUMENT SCHEDULE

Phase Name	Date	Description of work	LTM Grade	LTM Rate	Time	Base Profit Costs	
Issue / Statements of Case	24-Sep-17	Reviewing file and considering matters and preparing to issue proceedings	D2		120	0.1	12.00
Issue / Statements of Case	08-Oct-17	Reviewing file and Notice of Issue and logging key dates	B1		192	0.2	38.40
Issue / Statements of Case	25-Nov-17	Perusing file and reading the Court Order and noting the position with regard to the Acknowledgement of Service	B1		192	0.5	96.00
Issue / Statements of Case	25-Nov-17	Reading and considering the Defendant's Defence	B1		192	1.0	192.00
Issue / Statements of Case	03-Mar-18	Considering file and the Defendant's correspondence in relation to liability and further action required to progress the claim	B1		192	0.3	57.60
Issue / Statements of Case	02-Apr-18	Considering file and the Court Order, noting updated Schedule of Loss and further action required	D2		120	0.1	12.00
Case Management Conference	09-Dec-17	Considering file and preparing estimate of costs	C1		150	0.2	30.00
Case Management Conference	09-Dec-17	Considering file, preparing and finalising Directions Questionnaire, Proposed Directions and Estimate of Costs	C1		150	0.8	120.00
Case Management Conference	09-Dec-17	Perusing file and preparing directions	C1		150	0.2	30.00
Case Management Conference	17-Dec-17	Considering file upon receipt of Notice of transfer to Local County Court	D1		125	0.2	25.00
Case Management Conference	11-Feb-18	Perusing file and noting the Order with regard to directions, ensuring dates are put into the system and dealing with compliance of the same	C1		150	0.4	60.00
Case Management Conference	06-May-18	Reviewing file and completing the Listing Questionnaire	D1		125	0.8	100.00
Case Management Conference	12-May-18	Considering file and preparing Estimate of Costs for the Listing Questionnaire	C1		150	0.2	30.00
Case Management Conference	13-Jun-18	Reviewing file and considering matters with regard to the Listing Questionnaire and noting the same was due to be served by the Defendant no later than 11 June 2014, considering further action to be taken	C1		150	0.3	45.00
Case Management Conference	30-Jun-18	Considering file and Order of the Court for the Defendant to file Listing Questionnaire failing which the Defence will be struck out	C1		150	0.3	45.00
Disclosure	23-May-17	Considering and preparing standard List of Documents	A1		250	1.2	300.00
Disclosure	11-Dec-17	Considering file and preparing Schedule of Documents to appendage to the List of Documents	B1		192	1.0	192.00
Disclosure	11-Dec-17	Perusing file and preparing the Claimant's List of Documents	B1		192	1.0	192.00
Disclosure	23-Dec-17	Perusing file and noting receipt of the Disclosure Statement from the Claimant duly endorsed and deciding on next steps to be taken	D1		125	6.0	750.00
Disclosure	24-Jan-18	Perusing file and preparing disclosure documents	D1		125	6.0	750.00
Disclosure	06-Mar-18	Perusing file and Defendant's Disclosure Statement and deciding on next steps to be taken	B1		192	1.0	192.00
Witness statements	30-Nov-16	Preparing the Claimant's witness statement	C1		150	6.0	900.00
Witness statements	22-May-17	Preparing witness statement of Mr. A Witness	A1		250	2.0	500.00
Witness statements	18-Jul-17	Perusing file and updating the witness statement of Mr. A Witness	A1		250	1.0	250.00

DOCUMENT SCHEDULE

Phase Name	Date	Description of work	LTM Grade	LTM Rate	Time	Base Profit Costs
Witness statements	09-Dec-17	Drafting letter to the witness Mrs B Witness and collating enclosure	B1		192	1.1 211.20
Witness statements	09-Dec-17	Preparing witness questionnaire	B1		192	3.0 576.00
Witness statements	02-Jan-18	Reading and considering the witness questionnaire received from Mr. A. Witness	D1		125	0.7 87.50
Witness statements	20-Jan-18	Considering file prior to obtaining a witness statement from the witness Mr. A. Witness	D1		125	0.3 37.50
Witness statements	23-Jan-18	Preparing the witness statement of Mr. A. Witness	D1		125	2.0 250.00
Witness statements	24-Jan-18	Considering file and updating the witness statement of Mr. A. Witness	D1		125	1.5 187.50
Witness statements	04-Feb-18	Reviewing file and considering position with regard to witness evidence and deciding on next steps to be taken	D1		125	0.5 62.50
Witness statements	05-Feb-18	Reviewing file and considering matters with regard to witness evidence, noting the amended statement and forwarding a further copy to the witness Mr. A. Witness	B1		192	0.2 38.40
Witness statements	06-Feb-18	Considering file and position with regard to witness evidence and further action required to progress the claim	B1		192	0.7 134.40
Witness statements	10-Mar-18	Considering file and noting no settlement offers from the Defendant, deciding to complete preparation for exchange of witness statements and bring the matter to Trial	D1		125	0.1 12.50
Witness statements	14-Mar-18	Reviewing file and preparing the Claimant's witness statement together with exhibits referred therein	D1		125	2.5 312.50
Witness statements	17-Mar-18	Perusing file and the endorsed witness statement received from the Claimant and considering further action to be taken upon the same	D1		125	0.4 50.00
Expert reports	25-Oct-16	Reading and considering the Engineer's report	A1		250	1.4 350.00
Expert reports	26-Nov-16	Perusing file and diarising the medical appointment with the medical expert	D1		125	1.6 200.00
Expert reports	17-Jan-17	Preparing exhibit to the report	D1		125	6.4 800.00
Trial preparation	01-Jul-18	Including all work leading up to trial, to include preparing Trial Bundle and Instructions to Counsel	A1		250	2.0 500.00
Trial preparation	01-Jul-18	Drafting Instructions to Counsel	B1		192	4.0 768.00
Trial preparation	01-Jul-18	Preparing Trial Bundles	D2		120	6.0 720.00
Trial preparation	15-Jul-18	Perusing file and identifying documents to be included in the Trial Bundle	C1		150	6.0 900.00
Trial preparation	17-Jul-18	Preparing Estimate of Costs for Trial in form N260	CL		118	2.0 236.00
Trial	01-Aug-18	Including all work following trial, dealing with Orders and considering position with regard to settlement	C1		150	1.5 225.00
ADR / Settlement	27-Mar-18	Reviewing file upon receipt of the Defendant's settlement offer and deciding on next steps to be taken	B2		180	0.5 90.00

Phase Name	Date	Description of work	LTM Grade	LTM Rate	Time	Base Profit
						Costs
ADR / Settlement	10-Apr-18	Perusing file and noting that the Defendant is in breach of the Order with regard to exchange of witness statements and inviting the Defendant to put forward a reasonable settlement offer, settling letters to the Claimant and the Defendant upon the same	B2	180	0.5	90.00
					113.7	
TOTAL						17,517.60