

104th UPDATE – PRACTICE DIRECTION AMENDMENTS

The new Practice Directions and the amendments to the existing practice directions supplementing the Civil Procedure Rules 1998 are made by the Master of the Rolls under the powers delegated to him by the Lord Chief Justice under Schedule 2, Part 1, paragraph 2(2) of the Constitutional Reform Act 2005, and are approved by Lucy Frazer QC MP, Parliamentary Under-Secretary of State for Justice, by the authority of the Lord Chancellor.

The new Practice Directions and the amendments to the following existing practice directions come into force on the following dates—	
Practice Direction 2C – Starting Proceedings in the County Court	The day after the date this instrument is signed by the Parliamentary Under-Secretary of State for Justice
Practice Direction 3E – Costs Management	25 April 2019
Practice Direction 3G – Requests for the Appointment of an Advocate to the Court	6 April 2019
Practice Direction 21 – Children and Protected Parties	6 April 2019
Practice Direction 32 – Evidence	6 April 2019
Practice Direction 39A – Miscellaneous Provisions Relating to Hearings	6 April 2019
Practice Direction 39B – Court Sittings	6 April 2019
Practice Direction 51N – Shorter and Flexible Trials Pilot Schemes	The day after the date this instrument is signed by the Parliamentary Under-Secretary of State for Justice
Practice Direction 51X – New Statement of Costs for Summary Assessment Pilot	1 April 2019
Practice Direction 61 – Admiralty Claims	6 April 2019
Practice Direction Relating to the Use of the Welsh Language in Cases in the Civil Courts in or Having a Connection with Wales	The day after the date this instrument is signed by the Parliamentary Under-Secretary of State for Justice
Schedule 1: Practice Direction 3G – Requests for the Appointment of an Advocate to the Court	6 April 2019
Schedule 2: Practice Direction 51X – New Statement	1 April 2019

of Costs for Summary Assessment Pilot	
Annex – Update to Annex C (Precedent R Budget Discussion Report) to Practice Direction 3E	25 April 2019

The Right Honourable Sir Terence Etherton
Master of the Rolls and Head of Civil Justice

Signed by authority of the Lord Chancellor:

Lucy Frazer QC MP
Parliamentary Under-Secretary of State for Justice
Ministry of Justice

Date: 17th February 2019

PRACTICE DIRECTION 2C - STARTING PROCEEDINGS IN THE COUNTY COURT

- 1) In the table in the Schedule (*County Court Directory*) to this Practice Direction—
 - a) in the entry for Brighton County Court hearing centre, in the fifth column, omit “Chichester,”.
 - b) omit the entry for Chichester County Court hearing centre; and
 - c) omit the entry for the Chippenham and Trowbridge County Court hearing centre.

PRACTICE DIRECTION 3E – COSTS MANAGEMENT

- 1) For Annex C Precedent R Budget Discussion Report, substitute Annex C Precedent R Budget Discussion Report annexed to this Update (Excel file opens in new window).

PRACTICE DIRECTION 3G – REQUESTS FOR THE APPOINTMENT OF AN ADVOCATE TO THE COURT

- 1) After Practice Direction 3F – Costs Capping, insert Practice Direction 3G – Requests for the Appointment of an Advocate to the Court, as set out in Schedule 1 to this instrument.

PRACTICE DIRECTION 21 – CHILDREN AND PROTECTED PARTIES

- 1) In paragraph 11.2, after subsection (4) insert—

“(4A) a copy bill or informal breakdown in the form of a schedule of the solicitor and own client base costs incurred;”.

PRACTICE DIRECTION 32 – EVIDENCE

- 1) After paragraph 27.2, insert—

“27.3

Rule 39.5 provides that unless the court orders otherwise, the claimant must file a trial bundle containing documents required by—

- (a) a relevant practice direction; and
- (b) any court order.

27.4

Rule 39.5 provides that the claimant must file the trial bundle not more than 7 days and not less than 3 days before the start of the trial.

27.5

Unless the court orders otherwise, the trial bundle should include a copy of—

- (a) the claim form and all statements of case;
- (b) a case summary and/or chronology where appropriate;
- (c) requests for further information and responses to the requests;
- (d) all witness statements to be relied on as evidence;
- (e) any witness summaries;
- (f) any notices of intention to rely on hearsay evidence under rule 32.2;

(g) any notices of intention to rely on evidence (such as a plan, photograph etc.) under rule 33.6 which is not—

(i) contained in a witness statement, affidavit or experts' report;

(ii) being given orally at trial; and

(iii) hearsay evidence under rule 33.2;

(h) any medical reports and responses to them;

(i) any experts' reports and responses to them;

(j) any order giving directions as to the conduct of the trial; and

(k) any other necessary documents.

27.5

The originals of the documents contained in the trial bundle, together with copies of any other court orders should be available at the trial.

27.6

The preparation and production of the trial bundle, even where it is delegated to another person, is the responsibility of the legal representative who has conduct of the claim on behalf of the claimant. If the claimant is unrepresented, the court may direct that another party must prepare and produce the trial bundle.

27.7

The trial bundle should be paginated (continuously) throughout, and indexed with a description of each document and the page number. Where the total number of pages is more than 100, numbered dividers should be placed at intervals between groups of documents.

27.8

The bundle should normally be contained in a ring binder or lever arch file. Where more than one bundle is supplied, they should be clearly distinguishable, for example, by different colours or letters. If there are numerous bundles, a core bundle should be prepared containing the core documents essential to the proceedings, with references to the supplementary documents in the other bundles.

27.9

For convenience, experts' reports may be contained in a separate bundle and cross referenced in the main bundle.

27.10

If a document to be included in the trial bundle is illegible, a typed copy should be included in the bundle next to it, suitably cross-referenced.

27.11

The contents of the trial bundle should be agreed where possible. The parties should also agree where possible—

- (a) that the documents contained in the bundle are authentic even if not disclosed under Part 3; and
- (b) that documents in the bundle may be treated as evidence of the facts stated in them even if a notice under the Civil Evidence Act 1995 has not been served.

Where it is not possible to agree the contents of the bundle, a summary of the points on which the parties are unable to agree should be included.

27.12

The party filing the trial bundle should supply identical bundles to all the parties to the proceedings and for the use of the witnesses.

27.13

Unless the court otherwise directs, contemporaneous documents in the trial bundle relied on by the parties or either of them should be assembled as a single unit in chronological order of creation.

27.14

Unless the court otherwise directs, documents in the trial bundle should be copied double-sided.”.

PRACTICE DIRECTION 39A – MISCELLANEOUS PROVISIONS RELATING TO HEARINGS

- 1) Omit Practice Direction 39A.

PRACTICE DIRECTION 39B – COURT SITTINGS

- 1) Rename Practice Direction 39B to be “Practice Direction 2F – Court Sittings” (the Practice Direction will now follow Practice Direction 2E – Jurisdiction of the County Court that may be Exercised by a Legal Adviser).
- 2) In paragraph 1.1, omit sub-paragraph (3).
- 3) In paragraph 2.2—
 - a) for “Chancery” substitute “Business and Property Court”;
 - b) for “Cardiff”, substitute “Wales”; and
 - c) for “Vice-Chancellor”, in the second place it appears, substitute “Chancellor of the High Court”.
- 4) In paragraph 2.3(3), in the final sentence, for “shortly” substitute “briefly”.
- 5) In paragraph 2.5—
 - a) in sub-paragraph (1)—
 - i) for “issued returnable before” substitute “made to”; and
 - ii) for “garnishee” substitute “third party debtor”; and
 - b) in sub-paragraph (2), for “issued returnable before” substitute “made to”.

PRACTICE DIRECTION 51N – SHORTER AND FLEXIBLE TRIALS PILOT SCHEMES

- 1) Omit Practice Direction 51N – Shorter and Flexible Trials Pilot Schemes.

PRACTICE DIRECTION 51X – NEW STATEMENT OF COSTS FOR SUMMARY ASSESSMENT PILOT

- 1) After Practice Direction 51W – The Capped Costs List Pilot Scheme, insert Practice Direction 51X – New Statement of Costs for Summary Assessment Pilot, as set out in Schedule 2 to this Update.

PRACTICE DIRECTION 61 – ADMIRALTY CLAIMS

- 1) In the table of contents—
 - a) after the entry “61.3 – Claims in rem”, insert—
“61.3A – Claims in personam”; and

- b) omit the entry: “Other claims”.
- 2) In this Practice Direction, for “Admiralty judge”, in each place it appears, substitute “Admiralty Judge”.
- 3) After paragraph 2.3, insert—
- “**2.4** Where it is directed that a claim is to be dealt with by the Registrar, it is the Registrar who will give directions, conduct any case management conference and any pre-trial review, and try the claim.
- 2.5** Appeals from all decisions and judgments of the Registrar are to the Admiralty Judge, unless otherwise ordered (and subject to article 4(1)(a) of the Access to Justice 1999 (Destination of Appeals) Order 2016, S.I. 2016 No. 917).”.
- 4) After paragraph 3.12, insert—
- “61.3A – Claims in personam**
- 3A.1** This section applies to Admiralty claims in personam (defined in rule 61.1(2)(bc) as an admiralty claim other than a claim in rem). Subject to the provisions of Part 61 and this practice direction relating to limitation claims and to collision claims, the following provisions apply to such claims.
- 3A.2** All such claims will proceed in accordance with Part 58 (Commercial Court).
- 3A.3** The claim form must be in Form ADM1A and must be served by the claimant.
- 3A.4** The claimant may be named or may be described, but if not named in the claim form must identify themselves by name if requested to do so by any other party.
- 3A.5** The defendant must be named in the claim form.
- 3A.6** Any person who files a defence must identify themselves by name in the defence.”.
- 5) Before paragraph 4.7, insert the sub-heading “Fast track collision claims”.
- 6) After paragraph 4.7, insert—

“Shorter and flexible trials of collision cases

4.8 In a collision action to which rule 61.4(4A) and paragraph 4.7 of this practice direction do not apply, the parties will be expected to consider whether the claim is suitable to be tried in accordance with Practice Direction 57AB (Shorter and Flexible Trial Schemes).

4.9 Practice Direction 57AB applies to collision claims with the following modifications—

- (1) paragraphs 2.09 to 2.34 do not apply and paragraphs 4.1 to 4.6 of this practice direction will apply instead; and
 - (2) at the case management conference, in exercising its powers under PD57AB, the court will consider the options in paragraph 4.7(1)(a) to (i) above.”.
- 7) In paragraph 10.1(2)(b), for the words “to which the claim relates (other than named defendants),”, substitute “to which the limitation claim relates (other than named defendants and interested parties),”.
 - 8) In paragraph 10.8(2)—
 - a) at the end of paragraph (a), after “,” insert “and”;
 - b) omit paragraph (b).
 - 9) After paragraph 10.9, insert—

“10.9A A limitation fund may be constituted by—

 - (1) making a payment into court;
 - (2) providing court-approved security; or
 - (3) a combination of (1) and (2).”.
 - 10) In paragraph 10.10, for the words “limitation fund is established, it must be”, substitute “limitation fund is established by making a payment into court, the sum paid in must be”.
 - 11) In paragraph 10.12(1), omit the words “to any party”.
 - 12) In paragraph 10.13—
 - a) for the words “writing to every named defendant” substitute “writing to every defendant and interested party whose address the claimant knows,”; and
 - b) in sub-paragraph (1)(b), after the words “the amount paid in”, insert “and how it has been calculated”.

13) After paragraph 10.13, insert—

“**10.13A** Where a claimant wishes to establish a limitation fund (in whole or in part) by providing security, the claimant must apply to the court for an order approving the security. The application may be made on paper and without notice, but the applicant should first seek to agree the provider, form, nature, and terms of the proposed security with any named defendant and any interested party before making the application (unless the circumstances of the case make that impracticable).

10.13B An application under paragraph 10.13A must be –

- (1) accompanied by the proposed security or a draft thereof; and
- (2) supported by evidence of—
 - (a) the adequacy of the proposed security; and
 - (b) if the proposed security is expressed in sterling, the sterling equivalent of the appropriate number of special drawing rights on the date the application is made.

10.13C The court shall approve the proposed security if it is satisfied that it is adequate in all the circumstances (including its form, nature, terms, and the financial standing of the person offering it).

10.13D Where a limitation fund is established (in whole or in part) by providing court-approved security, the security may be expressed in special drawing rights or sterling. If the security is expressed in sterling, the amount of the security shall be the same as if the fund were being constituted by payment in to court and paragraphs 10.10 and 10.11(1) above shall apply in an equivalent sense.

10.13E The claimant must give notice in writing to every named defendant and any interested party whose address is known of any court-approved security lodged at court, specifying—

- (1) the terms of the security;
- (2) the date on which the security was lodged at court;
- (3) how the amount of security was calculated;
- (4) the amount and rate of interest included, and the period to which it relates,

and shall provide on request any person so notified with a copy of the security so lodged and the application made under paragraph 10.13A.

10.13F An application to set aside the court's approval of a security may be made by—

- (1) any person (whether a defendant, an interested party or another), who was not given notice of the claimant's application under paragraph 10.13A; or
- (2) any person (whether a defendant, an interested party or another) if circumstances relevant to the adequacy of the security have changed since it was approved by the court.

10.13G An application under paragraph 10.13F(1) must be –

- (1) made on notice to the provider of the security, all claimants, all named defendants, and all interested parties (whose addresses are known);
- (2) supported by evidence setting out the reasons why the court's approval of the security should be set aside; and
- (3) made within 21 days of receipt by the applicant of notice given under paragraph 10.13E (if such notice was given to the applicant) or as soon as reasonably practicable (if no such notice was given to the applicant).

10.13H An application under paragraph 10.13F(2) must be—

- (1) made on notice to the provider of the security, all claimants, all named defendants, and all Interested Parties (whose addresses are known);
- (2) supported by evidence setting out the change in circumstances justifying the setting aside of the court's approval of the security; and
- (3) made as soon as reasonably practicable after discovery of the change of circumstances.

10.13I On an application under paragraph 10.13F, the court may—

- (1) confirm its approval of the adequacy of the security;
- (2) set aside its approval of the adequacy of the security; and/or
- (3) require the fund to be reconstituted in such manner and on such terms as it thinks fit.

10.13J If a claimant has constituted a fund by payment in of money, it may apply at any time for an order permitting the reconstitution of the fund (in whole or in part) by means of a court-approved security. Any such application shall be made in accordance with paragraphs 10.13A to 10.13E, and paragraphs 10.13F to 10.13I shall apply to any order made.”.

14) Omit paragraphs 12.1 to 12.6 and the heading preceding those paragraphs:
“Other claims”.

15) In paragraph 13.2—

a) in sub-paragraph (1), after “;”, omit “and”;

b) in sub-paragraph (2), at the end, for “.” substitute “;”; and

c) after sub-paragraph (2), insert—

“(3) the rules concerning statements of case shall apply to the particulars of claim, the defence and any other statements of case served in the reference;
and

(4) all documents which the claimant (or counterclaimant) in a reference intends to rely on in order to show that the sums claimed were properly incurred and paid (‘vouchers’) shall be appended to their first statement of case in the reference and cross referenced to the sums being claimed, unless there is a compelling reason not to do so.”.

**PRACTICE DIRECTION RELATING TO THE USE OF THE WELSH LANGUAGE IN
CASES IN THE CIVIL COURTS IN OR HAVING A CONNECTION WITH WALES**

1) In paragraph 3.2, for “allocation” substitute “directions”.

SCHEDULE 1

“PRACTICE DIRECTION 3G - REQUESTS FOR THE APPOINTMENT OF AN ADVOCATE TO THE COURT

This Practice Direction supplements CPR, rule 3.1

Contents of this Practice Direction	
Introduction	Para. 1
The role of an Advocate to the Court	Para. 3
Making a request to the Attorney General	Para. 9
Requests to the Official Solicitor or CAFCASS	Para. 11

Introduction

1. The following provisions are taken from a memorandum agreed between the Attorney General and the Lord Chief Justice dated 19 December 2001. They give guidance about making a request for the appointment of an Advocate to the Court (formerly called an “amicus curiae”).

2. In most cases, an Advocate to the Court is appointed by the Attorney General, following a request by the court. In some cases, an Advocate to the Court will be appointed by the Official Solicitor or the Children & Family Court Advisory Service (CAFCASS) (see paragraphs 11 and 12 below).

The role of an Advocate to the Court

3. A court may properly seek the assistance of an Advocate to the Court when there is a danger of an important and difficult point of law being decided without the court hearing relevant argument. In those circumstances the Attorney General may decide to appoint an Advocate to the Court.

4. It is important to bear in mind that an Advocate to the Court represents no-one. Their function is to give to the court such assistance as they are able on the relevant law and its application to the facts of the case. An Advocate to the Court will not normally be instructed to lead evidence, cross-examine witnesses, or investigate the facts. In particular, it is not appropriate for the court to seek assistance from an

Advocate to the Court simply because a defendant in criminal proceedings refuses representation.

5. The following circumstances are to be distinguished from those where it will be appropriate for the court to seek the assistance of an Advocate to the Court—

- (a) where a point of law which affects a government department is being argued in a case where the department is not represented and where the court believe that the department may wish to be represented;
- (b) where the Attorney believes it is necessary for them to intervene as a party in the Attorney's capacity as guardian of the public interest;
- (c) where the court believes it is appropriate for a litigant in person to seek free (pro bono) assistance;
- (d) where, in a criminal trial, the defendant is unrepresented and the Advocate to the Court would be duplicating the prosecutor's duty as a minister of justice "to assist the court on all matters of law applicable to the case";
- (e) where in a criminal case in relation to sentencing appeals there are issues of fact which are likely to arise and the prosecution ought to be represented, or it would be reasonable to ask the prosecutor to be present and address the court as to the relevant law.

6. In the first of these five cases, the court may invite the Attorney to make arrangements for the advocate to be instructed on behalf of the department. In the second, the court may grant the Attorney permission to intervene, in which case the advocate instructed represents the Attorney. In neither case is the advocate an Advocate to the Court.

7. In the third case the court may grant a litigant in person an adjournment to enable them to seek free (pro bono) assistance. In doing so, the court should bear in mind that it is likely to take longer to obtain free (pro bono) representation than funded representation. In contrast to an Advocate to the Court, a free (pro bono) legal representative will obtain their instructions from the litigant and will represent the interests of that party. Their role before the court and duty to the court will be identical to that of any other representative of the parties. Accordingly, it will not be appropriate for the court to take such a course where the type of assistance required is that provided by an Advocate to the Court.

8. In the fourth case the prosecutor's special duty is akin to an Advocate to the Court. In the fifth case, in relation to appeals against sentence where the defendant is

represented, it may be preferable to request the attendance of the prosecutor who will be able to address the court on issues of fact and law. It would not be proper for an Advocate to the Court to take instructions from the prosecuting authority in relation to factual matters relating to the prosecution. An Advocate to the Court should only be asked to address the court as to the relevant law.

Making a request to the Attorney General

9. A request for an Advocate to the Court should be made by the Court as soon as convenient after it is made aware of the point of law which requires the assistance of an Advocate to the Court. The request should set out the circumstances which have occurred, identifying the point of law upon which assistance is sought and the nature of the assistance required. The court should consider whether it would be sufficient for such assistance to be in writing in the form of submissions as to the law, or whether the assistance should include oral submissions at the hearing. The request should ordinarily be made in writing and be accompanied by the papers necessary to enable the Attorney to reach a decision on the basis of a proper understanding of the case.

10. The Attorney will decide whether it is appropriate to provide such assistance and, if so, the form such assistance should take. Before reaching a decision, the Attorney may seek further information or assistance from the court. The Attorney will also ask the court to keep under review the need for such assistance. Where the circumstances which gave rise to the original request have changed, such that the court may now anticipate hearing all relevant argument on the point of law without the presence of an Advocate to the Court, either the Court or the Attorney may ask the Advocate to the Court to withdraw.

Requests to the Official Solicitor or CAF/CASS

11. A request for an Advocate to the Court may be made to the Official Solicitor or CAF/CASS (Legal Services and Special Casework) where the issue is one in which their experience of representing children and adults under disability gives rise to special experience. The division of responsibility between them is outlined in Practice Notes reported at [2001] 2 FLR 151 and [2001] 2 FLR 155.

12. The procedure and circumstances for requesting an Advocate to the Court to be appointed by the Official Solicitor or CAF/CASS are the same as those applying to requests to the Attorney General. In cases of extreme urgency, telephone requests may be made. In some cases, the Official Solicitor will be appointed as Advocate to the Court. The Official Solicitor may be given directions by the Court authorising the

Official Solicitor to obtain documents, conduct investigations and enquiries and to advise the Court. The Official Solicitor may appear by counsel or an in-house advocate.

Requests for an Advocate to the Court should be addressed as follows—

The Legal Secretary, The Legal Secretariat to the Law Officers, Attorney General's Office, 5-8 The Sanctuary, London SW1P 3JS

Telephone: 020 7271 2492

Office of the Official Solicitor to the Senior Courts, Victory House, 30-34 Kingsway, London WC2B 6EX

Telephone:

Fax: 020 3681 2762

E-mail: enquiries@offsol.gsi.gov.uk

CAFCASS (Legal Services [and Special Casework]) 3rd Floor, 21 Bloomsbury Street, London, WC1B 3HF

Telephone: 0175 323 5272

For information about free (pro bono) services contact:

Bar Pro Bono Unit, 48 Chancery Lane, London WC2A 1JF

Telephone: 020 7092 3960.”.

SCHEDULE 2

“PRACTICE DIRECTION 51X – NEW STATEMENT OF COSTS FOR SUMMARY ASSESSMENT PILOT

General

- 1 This Practice Direction is made under rule 51.2. It provides for a pilot of a new Statement of Costs for Summary Assessment.
- 2 The pilot scheme will –
 - a) operate from 1st April 2019 to 31st March 2021;
 - b) apply to all claims in which costs are to be summarily assessed, whenever they were commenced.
- 3 Where the provisions of this Practice Direction conflict with other provisions of the rules or other practice directions, this Practice Direction takes precedence.

The Statement of Costs for Summary Assessment Pilot

- 4 Forms N260A and N260B (annexed to this Practice Direction) are model forms of Statement of Costs which may be used for summary assessments while the scheme is in force. The N260A applies when the costs have been incurred on an interim application. The N260B applies when the costs have been incurred up to trial.
- 5 Forms N260A and N260B contain a documents schedule. The documents schedule may be created from electronic time records by filtering the time that is recorded under the activity described in Schedule 2 to PD47 as ‘10 - Plan, Prepare, Draft, Review’. This may then be sorted and presented first by grade of fee earner and then chronologically.
- 6 Where parties or their legal representatives use form N260A or N260B instead of form N260, a reference in the rest of the CPR to form N260 is treated as a reference to form N260A or N260B as appropriate, and a reference to a statement of costs is treated as including a reference to a statement of cost in form N260A or N260B as appropriate.
- 7 Forms N260A and N260B are available in paper/pdf form and in electronic spreadsheet form. Parties and their legal representatives may use the paper/pdf form only. If they use the electronic spreadsheet form they must file and serve

the paper/pdf form and at the same time provide the electronic spreadsheet form to the paying party and to the court, by e-mail or other electronic means.

- 8 In any case which has been the subject of a costs management order, any party filing form N260B for summary assessment in accordance with Practice Direction 44 paragraph 9.5(4) must also file and serve form Precedent Q at the same time.

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

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

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
		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
		A1	250	1.2	300.00	60.00	360
	Plan, Prepare, Draft, Review	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
		A1	250	3.0	750.00	150.00	900.00
	Plan, Prepare, Draft, Review	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
		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

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
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

ANNEX TO THIS UPDATE - PRECEDENT R

A	B	C	D	E	F	G	H	I	J	K	L	M	
Precedent R : Budget discussion report.						Budgeted costs for : C/D/etc							
1	Party:	C/D etc	X			CCMC Date			xx/xx/xxxx				
2	Court:	Name	Y										
3	Case Number	Number	Z										
4		Incurring costs	Budgeted costs : claimed			Budgeted costs : offered			Paying party comments on offers made	Order	Judge's comments / sums allowed		
5	Phase	Claimed	Time £	Disbs £	Offered	Time £	Disbs £	Budgeted costs		Judge	Judge		
6	Pre action costs	£0.00	na	na	na	na	na	na		Time (hours)	Disbs		
7	Issue / stm of case	£0.00	£0.00		£0.00				£0.00				
8	CMC	£0.00	£0.00		£0.00				£0.00				
9	Disclosure	£0.00	£0.00		£0.00				£0.00				
10	Witness stms	£0.00	£0.00		£0.00				£0.00				
11	Experts reports	£0.00	£0.00		£0.00				£0.00				
12	PTR	na	£0.00		£0.00				£0.00				
13	Trial preparation	na	£0.00		£0.00				£0.00				
14	Trial	na	£0.00		£0.00				£0.00				
15	ADR		£0.00		£0.00				£0.00				
16	Contingent cost A:	na	£0.00		£0.00				£0.00				
17	Contingent cost B:	na	£0.00		£0.00				£0.00				
18	Total budgeted costs	Incurring	Claimed	Time £	Disbs £	Offered	Time £	Disbs £	Budgeted costs				
19		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				
20													
21													
22			Claimed	Total of budgeted and incurred costs		Offered			Post CCMC costs summary				
23	Incurring		£0.00			£0.00			Incurring	£0.00			
24	Budgeted costs caimed		£0.00			£0.00			Budgeted sum ordered	£0.00			
25	GT		£0.00			£0.00			GT	£0.00			
26													
27													
28													
29													
30													