## The detailed assessment of costs

## Step 1

The party in whose favour the costs order was made ('the receiving party') sends to the Tribunal and to the other party their Bill of costs and requests its detailed assessment.

The Bill and request should be requested within 3 months of final decision

| If an application is made the |
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| other party is asked if they wish |
| to reply to the application. |

The Tribunal directs the party (or their representative) who was ordered to pay the other party's costs ('the paying party') to send to the Tribunal and to the receiving party Points of Dispute identifying the items in the Bill they dispute, why they are disputed and, where appropriate, amounts that they consider should be allowed for the item disputed. The receiving party may file Points of Reply.

Points of Dispute must be filed and served within 28 days

## Step $\mathfrak{6}$

The judge reviews the assessment and the judge's decision is sent to the parties in writing.
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The Tribunal either fixes a detailed assessment hearing and the Registrar assesses the costs at the hearing, or he dispenses with the hearing and assesses the costs based on the documents filed, giving the parties notice of his
 assessment.

## Step

Within 14 days of the detailed assessment hearing (or if dealt with without a hearing, notice of the assessment) either party may apply in writing to the Tribunal for the Registrar's decision to be considered afresh by a judge.

If an application is made go to Step 5.

If no application is made go to Step 7.

## Step 8

The Tribunal issues a detailed assessment certificate. It is enforceable in the courts as a civil judgment.

