

# Statement of Costs (summary assessment)

(CPR PD44 9.5)

<b>In the</b>	
<b>Court</b>	
<b>Case Reference</b>	

## Case Title

## Statement of Costs for the hearing on

**(interim application/fast track trial)**

Description of fee earners\*

- (a) *(name) (grade) (hourly rate claimed)*
- (b) *(name) (grade) (hourly rate claimed)*
- (c) *(name) (grade) (hourly rate claimed)*
- (d) *(name) (grade) (hourly rate claimed)*


## Attendances on

Personal attendances

- (a) *(number)*
- (b) *(number)*
- (c) *(number)*
- (d) *(number)*


- hours at £
- hours at £
- hours at £
- hours at £


- £
- £
- £
- £


Letters out/emails

- (a) *(number)*
- (b) *(number)*
- (c) *(number)*
- (d) *(number)*


- hours at £
- hours at £
- hours at £
- hours at £


- £
- £
- £
- £


Telephone

- (a) *(number)*
- (b) *(number)*
- (c) *(number)*
- (d) *(number)*


- hours at £
- hours at £
- hours at £
- hours at £


- £
- £
- £
- £


**Attendances on opponents** (including negotiations):

Personal attendances

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Letters out/emails

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Telephone

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

**Attendance on others:**

Personal attendances

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Letters out/emails

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

Telephone

(a) *(number)*

hours at £

£

(b) *(number)*

hours at £

£

(c) *(number)*

hours at £

£

(d) *(number)*

hours at £

£

**Site inspections etc.**

(a) (number)

hours at £

£

(b) (number)

hours at £

£

(c) (number)

hours at £

£

(d) (number)

hours at £

£

Work done on documents, as set out in schedule:

**Attendance at hearing:**

(a) (number)

hours at £

£

(b) (number)

hours at £

£

(c) (number)

hours at £

£

(d) (number)

hours at £

£

(e) Fixed costs

£

(a) (number)

hours travel and waiting time £

£

(b) (number)

hours travel and waiting time £

£

(c) (number)

hours travel and waiting time £

£

(d) (number)

hours travel and waiting time £

£

**Sub Total £**

- (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.

Brought forward £

Counsel's fees (name) (year of call)

Fee for [advice/conference/documents]

£

Fee for hearing

£

Other expenses

Court fees

£

Others (give brief description)

£

**Total**

£

Amount of VAT claimed

on solicitors and counsel's fees

£

on other expenses

£

**Grand Total £**

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

Signed

Dated

Name of Partner signing

Name of firm of solicitors

### Schedule of work done on documents

Item	Description of work <i>(one line only)</i>	(A) hours	(B) hours	(C) hours	(D) hours	Total £
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
<b>Total</b>						