

Notice of commencement of assessment of bill of costs

In the	
Case No.	
Applicant/ Petitioner <small>(include Ref.)</small>	
Respondent <small>(include Ref.)</small>	
Co-Respondent <small>(include Ref.)</small>	

To the (applicant)(petitioner)(respondent)(co-respondent)

Following an *(insert name of document eg. order, judgment)*
dated *(copy attached)* I have prepared my Bill of Costs for assessment. The Bill totals *£.....
If you choose to dispute this bill and your objections are not upheld at the assessment hearing, the full amount payable (including the assessment fee) will be £..... *(together with interest (see note below))*. I shall also seek the costs of the assessment hearing.

Your points of dispute must include

- details of the items in the bill of costs which are disputed
- concise details of the nature and grounds of the dispute for each item and, if you seek a reduction in those items, suggest, where practicable, a reduced figure

You must serve your points of dispute by *(insert date 21 days from the date of service of this notice)* on me at:- *(give full name and address for service including any DX number or reference)*

You must also serve copies of your points of dispute on all other parties to the assessment identified below *(you do not need to serve your points of dispute on the court)*.

I certify that I have also served the following person(s) with a copy of this notice and my Bill of Costs:-
(give details of persons served)

If I have not received your points of dispute by the above date, I will ask the court to issue a default costs certificate for the full amount of my bill *(see above*)* plus fixed costs and court fee in the total amount of £

Signed **Date**
(Applicant)(Petitioner)(Respondent)(Co-Respondent)(s solicitor)

Note: Interest may be added to all High Court judgments and certain county court judgments of £5,000 or more under the Judgments Act 1838 and the County Courts Act 1984.

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the case number.