

# Request for detailed assessment (Costs payable out of a fund other than Civil Legal Aid)

In the	
<b>Case No.</b>	
<b>Applicant/ Petitioner</b> <small>(include Ref.)</small>	
<b>Respondent</b> <small>(include Ref.)</small>	
<b>Co-Respondent</b> <small>(include Ref.)</small>	
<b>Solicitor's fee account no.</b>	

I now ask the court to provisionally assess the bill or arrange an assessment hearing.

I enclose copies of *(tick as appropriate)*

- the document giving the right to detailed assessment;
- the bill of costs;
- a statement giving the name and address for service of any person having a financial interest in the outcome of the assessment;
- a copy of all the orders made by the court relating to the costs of the proceedings which are to be assessed;
- any fee notes of counsel and receipts or accounts for other disbursements relating to items claimed;
- the relevant details of any additional liability claimed;
- the relevant papers in support of the bill (Senior Courts Costs Office/PRFD assessments only)

I enclose my fee of £

**Signed**

**Date**

(Applicant)(Petitioner)(Respondent)  
(Co-Respondent)(s solicitor)

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 claim number.