

Request for detailed assessment hearing (general form)

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

I certify that the Notice of Commencement was served on the paying party
(and give details of any other party served with the notice)

on _____ (insert date)

I now ask the court to arrange an assessment hearing.

I enclose copies of (tick as appropriate)

- the document giving the right to detailed assessment;
- a copy of the Notice of Commencement;
- the bill of costs;
- the paying party's points of dispute, annotated as necessary in order to show (1) which items have been agreed and their value and (2) which items remain in dispute and their value;
- points in reply (if any);
- a statement giving the names, addresses for service and references of all persons to whom the court should give notice of the hearing;
- the relevant details of any additional liability claimed;
- 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 in dispute;
- [where solicitors' costs are disputed] the client care letter delivered to the receiving party or the solicitor's retainer.

I believe the hearing will take _____ (give estimate of time court should allow).

I enclose my fee of £ _____

Signed

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

Date

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.