

Request for provisional/ detailed assessment

(general form)

Name of court	
Claim no.	
Claimant (include Ref.)	
Defendant (include Ref.)	

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 enclose (tick as appropriate)

- | | |
|--|--|
| <input type="checkbox"/> the document giving the right to detailed assessment; | <input type="checkbox"/> the relevant details of any additional liability claimed; |
| <input type="checkbox"/> the Notice of Commencement; | <input type="checkbox"/> copies of all the orders made by the court relating to the costs of the proceedings which are to be assessed; |
| <input type="checkbox"/> the bill of costs; | <input type="checkbox"/> any fee notes of counsel and receipts or accounts for other disbursements relating to items in dispute; |
| <input type="checkbox"/> 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 (Precedent G); | <input type="checkbox"/> [where there is a dispute as to the receiving parties ability to pay] the client care letter delivered to the receiving party or the legal representative's retainer; |
| <input type="checkbox"/> points in reply (if any); | |
| <input type="checkbox"/> a statement giving the names, addresses for service and references of all persons to whom the court should give notice of the hearing; | |

I confirm the costs claimed are **£75,000 or less** and I ask the court to undertake a **provisional assessment**.

I confirm the costs claimed are **over £75,000** and I ask the court to arrange a detailed **assessment hearing**.

I also enclose (tick as appropriate)

- an additional copy of the bill, including a statement of the costs claimed in respect of the detailed assessment based on the assumption that there will not be an oral hearing; and
- the offers made (those marked 'without prejudice save as to costs' or made under Part 36 must be contained in a sealed envelope, marked 'Part 36 or similar offers', but not indicating which party or parties have made them).

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

I enclose the fee of £.....

Fee Account no.

Signed
(Claimant)(Defendant)(s legal representative)

Date

Please address forms or letters to the Operational Delivery Manager and quote the claim number.