

Notice of Appeal against a detailed assessment

Each ground must be numbered. Grounds which relate to decisions on items in the bill of costs must also state the number of the item, a short description of the item, the amount claimed and the amount allowed.

Some examples are given below.

Ground 1

Decision to refuse permission to amend the Points of Dispute.

[Then state the grounds upon which you intend to rely]

Ground 2

Bill item 6, counsel's fee, £250 plus VAT claimed, £250 plus VAT allowed. [Then state the grounds upon which you intend to rely]

Ground 3

Bill item 28, attendances on expert witnesses, £480 plus VAT claimed, £420 plus VAT allowed. [Then state the grounds upon which you intend to rely]

In the	
Claim Number	
Claimant <i>(including reference)</i>	
Defendant <i>(including reference)</i>	
Date	

[The party wishes] [I wish] to appeal against [some of] the decision(s) made by the costs officer at the hearing on [date] concerning the detailed assessment of [the party's] bill of costs. The grounds of appeal are:

[State the grounds upon which you intend to rely (see above left for examples). Continue on further sheet if needed.]

I now enclose copies of *(tick as appropriate)*

- The Costs Certificate or other order being appealed
- Cost's Officer's written reasons (or order dispensing with written reasons)
- Bill of Costs
- Points of Dispute lodged with request for detailed assessment hearing
- Points in Reply (in any)
- The authority for the detailed assessment

To [Costs Officer whose decision is being appealed] and to [the intended respondents to the appeal]

Signed Date
[Party] [Party's Solicitor]