

FORM 1

IN THE ROYAL COURT OF JERSEY

[Ref No.....]

Plaintiff

[name of practice representing Plaintiff]

and

Defendant

[name of practice representing Defendant]

Bill of Costs of the Plaintiff pursuant to an order dated:

(1) 9th October, 1996 (JG/Interlocutory) ; (2) 20th October 1996 (RC).

Payable by the Defendant

Set out here a brief statement in support of Factor B claimed

[if seeking to claim above the base Factor B rates]

FEE EARNERS: FACTOR A RATES

Partner. Advocate	JNA & ABA	[A]£
English Solicitor	Mrs. ABO	[B]£
Para legal	Mr. JNS	[C]£

FACTOR B CLAIMED

Areas 1: 35%

Areas 3, 4 and 5: 50%

[Note: See Paragraph 5.0, Appendix 'A' Taxation Practice: Notes For Guidance]

Note: This bill of costs is put forward as an example and is not intended as a definitive or exhaustive statement of what a bill of costs should contain. This example should be read in conjunction with the Taxation Practice, Practice Directions and Rules pertaining to costs.

No		Disbursements	Costs	Taxed off
	1996			
	Letters/Faxes out £1.00			
	Telephone calls £1.00			
	<u>3(1) Interlocutory Attendance</u>			
	9th			
1	Oct Attending before			
	(i) Judicial Greffier on hearing of			
	Summons to amend Order of Justice.			
	Costs in the Cause			
	Advocate (JNA) engaged 1 1/2 hours 15.00			
2	(ii) Care and conduct 50% 7.50			
	If claiming more than the			
	standard percentage, set out			
	grounds to justify percentage claimed			
3	(iii) Travelling and waiting time			
	30 minutes 7.50			
	<u>30.00</u>		30 00	
4	Judicial Fee on Summons	10 00		
5	Judicial Fee on Hearing	23 00		
	<u>3(3) Attendance at Trial or Hearing</u>			
	19th			
	Oct			
6	(i) Attending on Hearing. Main action			
	part heard - Advocate (JNA)			
	engaged 4 hours 40.00			
7	(ii) Care and Conduct 50 % 20.00			
8	(iii) Travelling and waiting time			
	30 minutes 5.00			
	<u>65.00</u>		65 00	

No			Disbursements	Costs	Taxed off
9	20th Oct (i) Attending on Hearing Main action continued. Judgment delivered Advocate (JNA) engaged 3 hours	30.00			
	Legal Assistant (ABO) engaged 3 hour	24.00			
10	(ii) Care and Conduct 50%	27.00			
11	(iii) Travelling and waiting time Advocate (JNA) 30 minutes	5.00			
	Legal Assistant (ABO) 37.5 minutes	5.00			
		<u>91.00</u>		91 00	
12	Royal Court Judicial fee and Jurats fee (2 days)		180 00		
	<u>3(4) Preparation</u> Part A - Work done				
	(i) Attendance on and correspondence with the Plaintiff				
13	2nd Oct Personal Attendance - Advocate (JNA) engaged 2 hour	20.00			
	Legal Assistant (JNS) engaged 1 hour	6.00			
14	Substantive telephone attendances (Set out dates and detail and time for each attendance) Advocate (JNA) engaged 2 1/2 hours	25.00			
15	5 letter/faxes out	5.00			
16	3 telephone calls	3.00			
		<u>59.00</u>			

No			Disbursements	Costs	Taxed off
17	(ii) 9th Oct	Witness Mr J. Dow Personal Attendance -Legal Assistant (ABO) engaged 1 hour	8.00		
18		Substantive telephone attendances (set out details) Legal Assistant (ABO) engaged 30 minutes	4.00		
19		4 letters/faxes out	4.00		
20		2 telephone calls	2.00		
		<u>18.00</u>			
21	(vii)	The Greffier Advocate (JNA) 2 Letters/faxes out	2.00		
22		2 telephone calls	2.00		
		<u>4.00</u>			
23	(vii)	The Defendant's Advocate Substantive telephone attendances (set out details) Legal Assistant (ABO) engaged 30 minutes	4.00		
24		Advocate (JNA) 7 letters/faxes out	7.00		
25		5 telephone calls	5.00		
		<u>16.00</u>			
26	(ix)	Documents Considering documents including defence, survey report; preparing pleadings, affidavits, summons, witness statements. Advocate (JNA) engaged 16 hours Legal Assistant (ABO) engaged 10 hours	160.00 80.00		
		<u>240.00</u>			

No		Disbursements		Costs		Taxed off
27	(x) Authorities Undertaking research of legal authorities and consideration of the same Legal Assistant (ABO) engaged 14 hours 112.00 <hr/> 112.00					
28	(xi) Court Bundle Photocopying 180 page Court bundle. Compiling, paginating; produce 6 copies of same. Admin Assistant (JBA) engaged 12 hours 24.00 Legal Assistant (ABA) engaged 2 hours 16.00 <hr/> 40.00					
29	(xii) Hearing Preparation Consideration of pleadings, Legal Authorities; Preparation of Court address and strategy. Advocate (JNA) engaged 12 hours 120.00 Legal Assistant (ABO) engaged 2 hours 16.00 <hr/> 136.00					
	Total Part A £625.00 Note: Detail of the work done and the dates undertaken should be set out in separate paragraphs in items (ix), (x), (xi), (xii) (Not shown on this example). Each paragraph should contain a breakdown by costs of the work done and its own sub total (as above). At the foot of the final paragraph of Part 3(4) there should be shown the total Part A figure. (as above)					

No		Disbursements	Costs	Taxed off
	Part B -Care and conduct -50%			
	Note: Here specify the circumstances to justify the percentage claimed (Practice Directions 99/2 and 99/5 item 2).			
30	Total Part B £312.50			
31	Part C -Travelling and waiting £0.00			
	Part A 625.00			
	Part B 312.50			
	Part C 0.00			
	<u>937.50</u>		937 50	40.00
	<u>3(5) Taxation</u>			
32	(i) Preparing bill and responding to written objections			
	Advocate, (JNA) 1 hour 10.00			
	Legal Assistant (JNS) 2 hours 12.00			
33	(ii) Care and Conduct 50% 11.00			
34	(iii) Travelling and waiting time 30 minutes (JNA) 5.00			
	<u>38.00</u>		38 00	

No		Disbursements		Costs		Taxed off
	Summary					
	Page 1	-	-	-	-	
	2	33	00	95	00	
	3	180	00	91	00	
	4	-	-	-	-	
	5	-	-	-	-	
	6	-	-	975	50	40.00
	Total Costs			1161	50	
	Total disbursements	213	00			
	Sub total.			<u>1374</u>	<u>50</u>	
	Less taxed off			40	00	
	Add taxing fee			40	00	
	Total allowable sum			<u>1374</u>	<u>50</u>	

No		Disbursements		Costs		Taxed off
	<p>I certify that:-</p> <p>(1) the bill has been checked by (state name and status);</p> <p>(2) the bill is complete;</p> <p>(3) to the best of my knowledge and belief the bill is accurate; and</p> <p>(4) in relation to each and every item that the bill covers, the costs claimed herein do not exceed the costs which the receiving party/parties is/are required to pay me/my firm;</p> <p>N.B In Legal Aid cases (4) above should be replaced by the following paragraphs:-</p> <p>(4) the basis upon fees were agreed with my client when instructions were first given/the basis upon which costs are being claimed is [State the basis]; and</p> <p>(5) in relation to each and every item that the bill covers, the costs claimed herein are in accordance with the basis set out in (4) above.</p> <p>Advocate A. B. Person Dated199</p>					