



IN THE JUDICIAL COMMITTEE OF THE PRIVY COUNCIL
BILL OF COSTS

COMPLETING THE BILL OF COSTS

The bill should be completed electronically but if that is not possible any hand-filled copy must be legible and any scan of the bill must be clear.

The certificate section at Part 6 must be completed as appropriate.

Please insert or delete rows or sections as necessary.

Documents: provide total hours claimed for individual fee earners in the documents section of the bill AND the breakdown of hours claimed by each fee earner in the documents schedule(s).

Totals: the "Claimed" column in Part 5 must be completed before filing/upload.

When claiming costs of assessment after a provisional assessment: complete the costs of assessment section in the bill and upload bill with suffix COA. For the final version of the bill with completed totals and amount to be certified upload with suffix TOTAL.

Other payments: this heading refers to payments or disbursements that have been paid by receiving party.

For any other queries about completing the bill of costs please contact the Costs Team via the Portal.

PART 1: INFORMATION ABOUT THE CASE

JCPC reference number:

JCPC case name:

This bill of costs is filed on behalf of (name and party status) e.g. J Smith (Respondent):

Paying party details (name and party status) e.g. J Jones (Appellant):

Brief summary of JCPC proceedings and final decision (no more than 750 characters):

Brief outline of proceedings in the lower courts (no more than 750 characters):

Outline of funding arrangements e.g. private retainer, conditional fee agreement, legal aid:

Fee earners and hourly rates (insert or delete rows as necessary)

Name (and initials if appropriate)	Grade (see para 15 and section 3 of practice direction 13)	Hourly rate claimed

Counsel details (insert or delete rows as necessary)

Name	Year of call	Year appointed KC

VAT number if applicable:

Other useful information – any further issues or information that may assist the costs officers (provide on a separate sheet if necessary):

PART 2A: WORK DONE AT PERMISSION TO APPEAL STAGE (DELETE OR IGNORE THIS SECTION IF NOT REQUIRED)

Counsel's Fees

Item number	Name of counsel and work done	Counsel fees £	Other payments £	VAT £
1				
2				
3				

Attendances on and communications with the court including fees paid and attendance at oral PTA hearing

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
4				
5				
6				

Attendances on and communications with counsel

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
7				
8				
9				

Attendances on and communications with client

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
10				
11				
12				

Attendances on and communications with opponent

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
13				
14				
15				

Attendances on and communications with others (to be specified)

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
16				
17				
18				

Work done on documents – set out total time claimed for each fee earner below and provide breakdown of hours in documents schedule at Part 4A

Item number	Fee earner/time claimed	Solicitor fees £	Other payments £	VAT £
19				
20				
21				

Other work done/payments or disbursements e.g. printing costs

Item number	Description of work or payment claimed	Solicitor fees £	Other payments £	VAT £
22				
23				
24				

PART 2B: WORK DONE AT APPEAL STAGE (DELETE OR IGNORE THIS SECTION IF NOT REQUIRED)

Counsel's Fees

Item number			
25			
26			
27			
28			
29			

Attendances on and communications with the court including fees paid and attendance at appeal hearing

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
30				
31				
32				
33				
34				

Attendances on and communications with counsel

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
35				

36				
37				
38				
39				

Attendances on and communications with client

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
40				
41				
42				
43				
44				

Attendances on and communications with opponent

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
45				
46				
47				
48				
49				

Attendances on and communications with others (to be specified)

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
50				
51				
52				
53				
54				

Work done on documents – set out total time claimed for each fee earner below and provide breakdown of hours in documents schedule at Part 4B

Item number	Fee earner/time claimed	Solicitor fees £	Other payments £	VAT £
55				
56				
57				
58				
59				

Other work done/payments or disbursements – e.g. printing costs, travel, mileage

Item number	Description of work or payment claimed	Solicitor fees £	Other payments £	VAT £
60				
61				

62				
63				

PART 2C: WORK DONE PRIOR TO FILING BILL OF COSTS

For costs of assessment and other work after the filing bill of costs complete Part 3 below

Attendances on and communications with the court/counsel/client/opponent and others

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
64				
65				
66				

Work done drawing the bill of costs

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
67				
68				

Work done on documents - set out total time claimed for each fee earner below and provide breakdown of hours in documents schedule at Part 4C

Item number	Fee earner/time claimed	Solicitor fees £	Other payments £	VAT £
69				
70				

Other work done/payments or disbursements - e.g. printing costs, travel, mileage

Item number	Description of work or payment claimed	Solicitor fees £	Other payments £	VAT £
71				
72				

PART 3: COSTS OF ASSESSMENT (to be completed after the bill has been assessed if required)

Counsel fees

Item number	Name of counsel and work done	Counsel fees £	Other payments £	VAT £
73				
74				

Attendances on and communications with the court/counsel/client/opponent and others

Item number	Fee earner/work done/time or number of routine items claimed	Solicitor fees £	Other payments £	VAT £
75				
76				
77				

Work done on documents - set out total time claimed for each fee earner

Item number	Fee earner/time claimed	Solicitor fees £	Other payments £	VAT £
78				
79				

Other work done/payments or disbursements including costs practitioner fees

Item number	Description of work or payment claimed	Solicitor fees £	Other payments £	VAT £
80				
81				

PART 4: DOCUMENTS SCHEDULES

Insert as many extra rows as necessary and set out fee earner totals at the end of the schedule. Delete unnecessary rows or sections.

4A. DOCUMENTS: PTA stage

Fee earner	Date	Work done	Hours claimed	Amount claimed
		TOTALS		

4B. DOCUMENTS: Appeal stage

Fee earner	Date	Work done	Hours claimed	Amount claimed

4C. DOCUMENTS: WORK DONE PRIOR TO FILING BILL OF COSTS

Fee earner	Date	Work done	Hours claimed	Amount claimed

INDIVIDUAL FEE EARNER TOTALS MUST ALSO BE SET OUT IN THE BILL OF COSTS

PART 5: TOTALS (complete "Claimed" column before filing)

	CLAIMED	ALLOWED	COSTS OF ASSESSMENT ALLOWED	TOTAL
Solicitor costs				
VAT on solicitor costs				
Counsel fees				
VAT on counsel fees				
Other payments				
VAT on other payments				
Filing fee				
TOTAL TO BE CERTIFIED				

PART 6: CERTIFICATES

APPROPRIATE CERTIFICATES ARE REQUIRED UNDER A AND B BELOW.

A. Accuracy – appropriate certificates are required

This bill is both accurate and complete

1. *(Where the receiving party was legally aided)* All the work claimed as payable by a legal aid provider was done under a certificate issued by the legal aid provider granted to the legally aided party

Yes No

2. *(Where costs are claimed for work done by an employed solicitor)* The work claimed at items [] was conducted by a solicitor who is an employee of the receiving party

Yes No

3. *(Other cases where costs are claimed for work done by a solicitor)* The costs claimed in this bill do not exceed the costs which the receiving party is required to pay me/my firm.

Yes No

B. Interest and Payments

No rulings have been made in this case which affects the receiving party's entitlement to interest on costs

Yes No

OR

The only rulings made in this case as to interest are as follows (give brief details as to the date of such ruling)

AND

No payments have been made by the paying party on account of costs included in this bill of costs

Yes No

OR

The following payments have been made on account of costs included in this bill of costs (give brief details of such payments)

Disbursements

All disbursements listed in this bill which individually do not exceed £500 (other than those relating to Counsel's fees) have been duly discharged.

Yes No

VAT

With reference to the pending assessment of the appellant's/respondent's costs and disbursements which are payable by the appellant/respondent;

The appellant/respondent, on the basis of its last completed VAT return, would be entitled to recover only X percent of the Value Added Tax on such costs and disbursements as input tax pursuant to Section 14 of the Value Added Tax Act 1983.

Legal aid REQUIRED in all cases where the receiving party is legally aided

Certificate as to interest of legally aided party pursuant to regulation 119 of the Civil Legal Aid (General) Regulations 1989

The legally aided party has no financial interest in the detailed assessment

Yes No

OR

A copy of this bill has been sent to the legally aided party in accordance with Regulation 119 of the Civil Legal Aid General Regulations 1989 with an explanation of his/her interest in the detailed assessment and the steps which can be taken to safeguard that interest in the assessment

Yes No

He/she has requested that the costs officer be informed of his/her interest and has requested that notice of the detailed assessment hearing be sent to him/her

Yes No

Date:

Signature (electronic or manual):