

**In the Judicial Committee
of the Privy Council**

Form 5 (Bill of Costs)



If you have any questions about filling in this form please contact costs@supremecourt.uk

PART 1 - information about the case

JCPC reference number

Case title

This bill of costs is filed on behalf of (name and party status)

Paying party details (name and party status)

Summary of JCPC proceedings and final decision

Brief outline of proceedings in the lower courts

Outline of funding arrangements

Fee earners and hourly rates

Name	Grade	Hourly rate

Counsel details

Name	Year of call	Year appointed QC

Other useful information

VAT number if applicable

PART 2 - Work done at permission to appeal stage

Counsel's Fees

Name and work done	Counsel's fees	Other Disbursements	VAT
1.			
2.			
3.			
4.			

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

Description/date etc	Profit Costs	Other Disbursements	VAT
5.			
6.			
7. Number of routine letters/calls/emails out:			

Attendances on and communications with counsel

Description/date etc	Profit Costs	Other Disbursements	VAT
8.			
9.			
10. Number of routine letters/calls/emails out:			

Attendances on and communications with client

Description/date etc	Profit Costs	Other Disbursements	VAT
11.			
12.			
13.			
14. Number of routine letters/calls/emails out:			

Attendances on and communications with opponent

Description/date etc	Profit Costs	Other Disbursements	VAT
15.			
16.			
17. Number of routine letters/calls/emails out:			

Attendances on and communications with others (please specify)

Description/date etc	Profit Costs	Other Disbursements	VAT
18.			
19.			
20.			

Work done on documents – include individual fee earner totals below and complete Part 5B below with breakdown of hours claimed

Description/date etc	Profit Costs	Other Disbursements	VAT
21.			
22.			

Description/date etc	Profit Costs	Other Disbursements	VAT
23.			

Other work done/disbursements

Description/date etc	Profit Costs	Other Disbursements	VAT
24.			
25.			
26.			

PART 3 - Work done at appeal stage

Counsel's Fees

Name and work done	Counsel's fees	Other Disbursements	VAT
27.			
28.			
29.			
30.			

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

Description/date etc	Profit Costs	Other Disbursements	VAT
31.			
32.			

Description/date etc	Profit Costs	Other Disbursements	VAT
33. Number of routine letters/calls/emails out:			

Attendances on and communications with counsel

Description/date etc	Profit Costs	Other Disbursements	VAT
34.			
35.			
36. Number of routine letters/calls/emails out:			

Attendances on and communications with client

Description/date etc	Profit Costs	Other Disbursements	VAT
37.			
38.			
39.			
40. Number of routine letters/calls/emails out:			

Attendances on and communications with opponent

Description/date etc	Profit Costs	Other Disbursements	VAT
41.			
42.			
43. Number of routine letters/calls/emails out:			

Attendances on and communications with others (please specify)

Description/date etc	Profit Costs	Other Disbursements	VAT
44.			
45.			
46.			

Work done on documents – include individual fee earner totals below and complete Part 5B below with breakdown of hours claimed

Description/date etc	Profit Costs	Other Disbursements	VAT
47.			
48.			
49.			

Other work done/disbursements

Description/date etc	Profit Costs	Other Disbursements	VAT
50.			
51.			
52.			

PART 4 - Work done prior to filing Form 5

For costs of assessment and other work after the filing of Form 5 complete Part 5A below

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

Description/date etc	Profit Costs	Other Disbursements	VAT
53.			
54.			
55.			

Work done drawing the bill

Description/date etc	Profit Costs	Other Disbursements	VAT
56.			
57.			
58.			

Other work done/disbursements

Description/date etc	Profit Costs	Other Disbursements	VAT
59.			
60.			
61.			

PART 5A - costs of assessment schedule (for work done after the filing of the bill of costs)

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

Description/date etc	Profit Costs	Other Disbursements	VAT
62.			
63.			
64.			
65. Number of routine communications:			

Counsel's fees

Description/date etc	Counsel's fees	Other Disbursements	VAT
66.			
67.			
68.			

Attendance at detailed assessment

Description/date etc	Profit Costs	Other Disbursements	VAT
69.			
70.			
71.			

Work done on documents

Description/date etc	Profit Costs	Other Disbursements	VAT
72.			
73.			
74.			

PART 5B Documents schedule

Fee earner	Date	Work done	Hours claimed	Amount claimed
TOTALS			Hours claimed	Amount claimed

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

PART 6A - Total costs claimed including costs of assessment

Profit costs			
VAT on profit costs			
Counsel's fees			
VAT on profit costs			
Other disbursements			
VAT on other disbursements			
Total			

PART 6B - Total costs allowed and amount to be certified. Include filing and assessment fees in the correct sections.

Profit costs			
VAT on profit costs			
Counsel's fees			
VAT on counsel's fee			
Other disbursements			
VAT on other disbursements			
Filing fee			
Assessment fee			
Total to be certified			

This Part should first be completed and signed by the receiving party and then (if appropriate) by the paying party. The receiving party should then return the bill to the Court along with the assessment fee

Signed for receiving party

Signed for paying party

PART 7 – Certificates to be completed where appropriate

Service

I certify that this document was served on

Name

By

Method of Service

Date of service

Alternatively attach a certificate of service as a continuation sheet

I believe that the facts stated in this certificate are true

Yes No

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

Certificates as to accuracy, interest, payments and VAT

Accuracy

This bill is both accurate and complete (where the receiving party was legally aided)

Yes No

All the work claimed as payable by a legal aid provider was done under a certificate issued by the legal aid provider granted to [legally aided party]

Yes No

(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

(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

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.

Yes No

I certify that above statements are true.

Yes No

Name

Grade

Company name

Date

SIGNATURE:

Please return your completed form to: costs@supremecourt.uk

How to pay: Please telephone 020 9760 1512/1991 (or email costs@supremecourt.uk for a callback) to pay by credit or debit card.

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