



Supreme Court of Victoria

Practice Note SC Gen 11

Costs Court

1. INTRODUCTION

- 1.1 The Chief Justice has authorised the issue of the following Practice Note.
- 1.2 The purpose of this Practice Note is to set out practice in relation to various matters in the Costs Court.

2. COMMENCEMENT

- 2.1 This Practice Note was issued on 29 November and commences on 1 January 2025.

3. DEFINITIONS

- 3.1 In this Practice Note:

Appendix A means Appendix A to the Rules, as in force from 1 January 2025

assessment in chambers means assessment of costs by way of estimate under or in accordance with Part 8 of Order 63 of the *Rules*

costs means legal costs and includes professional fees and disbursements

costs assessor means a Costs Judge, Judicial Registrar, Costs Registrar or the Prothonotary

entitled party means a party entitled to be paid party/party costs in relation to a proceeding

law practice has the same meaning as in the *Legal Profession Uniform Law (Victoria)* except that it does not include counsel at the Victorian Bar or at any other independent Bar

Legal Profession Legislation includes the *Legal Profession Uniform Law Application Act 2014*, the *Legal Profession Uniform Law (Victoria)*, the *Legal Profession Act 2004* and the *Legal Practice Act 1996*

liable party means a party liable to pay party/party costs in relation to a proceeding

party has the same meaning as in Order 63 of the *Rules* (being its defined meaning as set out in r 63.01(1) of the *Rules*)

party/party costs means costs payable as between parties in relation to a proceeding

proceeding means a proceeding in relation to which the Costs Court has jurisdiction under s 17D of the *Supreme Court Act 1986* to hear and determine the assessment, settling, taxation or review of costs

Rules means the *Supreme Court (General Civil Procedure) Rules 2015* as in force from time to time and includes any Rules that may be made in substitution for those Rules

solicitor/client costs means costs charged to a client by a law practice for the provision of legal services

4. COMMENCEMENT AND CONDUCT OF PARTY/PARTY APPLICATIONS IN THE COSTS COURT

- 4.1 Applications for party/party taxation in the Costs Court are commenced by summons filed with the Prothonotary: r 63.38. The following additional requirements apply.

Party/Party Taxation Information Form

- 4.2 Before filing or serving a summons for taxation, the entitled party must email a completed Party/Party Taxation Information Form (Annexure A) to: costs.court@supcourt.vic.gov.au.
- 4.3 The entitled party should note the following matters when filing the Form:
- (a) An estimate must be given of the time required to tax the bill of costs.
 - (b) Where the entitlement to costs arises from a court order in respect of which a written judgment has been published, the medium neutral citation of the judgment is to be given. If there is a written judgment but it has not been published, a copy of the judgment should be attached to the completed Form.
 - (c) Where there is no written judgment, a short summary (no more than 300 words) of the principal proceeding, with sufficient detail to enable a basic understanding of it, is to be included.
 - (d) If the entitled party proposes that on the first return of the summons for taxation there should be a directions hearing, the entitled party must give a reason or reasons (e.g. that the respondent is self-represented).
- 4.4 A return date for the summons for taxation will not be allocated without a completed Party/Party Taxation Information Form.
- 4.5 Once the Form has been received and accepted, the Registry will allocate a return date for a mediation, assessment or directions hearing, and will notify the entitled party accordingly.

The summons for taxation

- 4.6 The entitled party must e-file the summons for taxation together with copies of:
- (a) the completed Party/Party Taxation Information Form;
 - (b) the email from the Registry advising the return date of the summons;
 - (c) the bill of costs and counsel's invoices and/or memoranda of fees together with a certification of payment or an undertaking in accordance with r 63.43 of the Rules; and
 - (d) where applicable, the order for costs or the agreement pursuant to which the costs are claimed.

Applications to allow amounts above maximum rates

- 4.7 Any application for an increase under r 63.34(3) of the Rules must be foreshadowed in the Party/Party Taxation Information Form.
- 4.8 Any such application is to be included in the summons for taxation. It must be supported by appropriate affidavit material. The extent of the increase sought must be specified.
- 4.9 In such cases, the summons for taxation will be made returnable, in the first instance, at a directions hearing.
- 4.10 At least seven days before the directions hearing, the liable party must file a written response to the application for an increase in the maximums.
- 4.11 The entitled party must pay the requisite filing fee.

The bill of costs

- 4.12 The bill of costs for a party/party taxation must comply with r 63.42 of the *Rules*, as applicable to the entitled party's claim for costs. It must have sufficient detail to enable the liable party to assess whether or not the charges for the work are reasonable, and can make an informed decision about the utility of challenging the bill.
- 4.13 The detail provided in the description of each item will be important to the determination of reasonableness. For example, the length of a document produced or read will inform the liable party and the costs assessor of the reasonableness of the time spent on the task. Descriptions limited to a few words such as 'email to counsel', 'conference with client' or 'reading affidavit' are insufficient to determine reasonableness.
- 4.14 Where a claim in a bill of costs is a 'bundled claim', i.e. the claim exceeds one unit and relates to more than one task performed by a legal practitioner, employee of the legal practice or counsel, the entitled party must provide sufficient information with respect to each task included in the bundled claim to enable the liable party to consider, and the costs assessor to determine, its reasonableness.

- 4.15 The content of the bill of costs is particularly important in matters assessed pursuant to Part 8 of Order 63, where the assessment is done on the papers and in the absence of the parties. Providing sufficient detail in the bill of costs justifying the claim achieves better outcomes.

Notice of Objections

- 4.16 Under r 63.47 of the *Rules*, the liable party must file a notice of objections at least seven days prior to the return date of a summons for taxation. The notice of objections must state specifically and concisely the grounds of objection to each item. The objections to each item must provide sufficient information to enable the entitled party to understand the nature of the objection. The notice of objections will need to address the specific matters relied on by the entitled party, including considerations of reasonableness.
- 4.17 Objections in the nature of 'excessive', 'unreasonable' and the like, or simply requesting the production of a document, do not comply with the *Rules* and will be disregarded.
- 4.18 The notice of objections must state the amount by which it is contended the items or the claim should be reduced, and identify any authority upon which the liable party relies in support of that contention.

5. DETERMINATION OF PARTY/PARTY COSTS DISPUTES

- 5.1 The Costs Court will prioritise procedures for dealing with party/party costs disputes as follows:
- (a) Mediations are the most time and cost efficient means of dealing with costs disputes especially in complex matters with large costs claims.
 - (b) Assessments in chambers, pursuant to Part 8 of Order 63 of the *Rules*, are done at first instance on all claims under \$100,000. Additionally, in appropriate cases, matters that fail to resolve at mediation will be assessed in chambers, irrespective of the amount of the claim.
 - (c) In certain cases, the Costs Court may determine costs on a gross sum basis.
 - (d) Taxations.

Mediation

- 5.2 Except where a party is self-represented, claims for costs over \$100,000 will generally be listed, in the first instance, for mediation pursuant to rr 50.07, 50.07.1, 57.07.02 and 50.07.4 of the *Rules*.
- 5.3 Where the Party/Party Taxation Information Form indicates that any party will be self-represented, the matter will be listed, in the first instance, for the next available directions hearing. These are held monthly.

- 5.4 As mentioned above, a notice of objections in accordance with the *Rules* must be filed by the liable party at least seven days prior to the return date of the summons for taxation – in this case at least seven days prior to the date fixed for the mediation.
- 5.5 The costs assessor assigned to mediate the matter will convey to the parties any further requirements regarding preparation for the mediation, such as requirements to provide specified documents or information, position papers or confidential offers.
- 5.6 Mediations will be scheduled to take place via the Zoom platform, unless otherwise ordered. If any party wishes to have the mediation conducted other than online, they should inform the assigned costs assessor by sending an email to the Costs Court on costs.court@supcourt.vic.gov.au, stating reasons for the proposed change to the mode of mediation.
- 5.7 No later than two business days before the mediation, parties must advise the assigned costs assessor of the contact details (phone number, email address and any other necessary details) of all persons who will be attending including legal and other professionals (e.g. accountants or financial advisors) by sending an email to the Costs Court at costs.court@supcourt.vic.gov.au.
- 5.8 Unless parties are otherwise advised, mediations are listed for one day. Practitioners and parties are expected to be available for the duration of the mediation.
- 5.9 Parties attending the mediation must have full authority to settle without the need to revert to an authorising party during the course of the mediation.
- 5.10 If the matter resolves at mediation, consent orders will be made accordingly. If the matter does not resolve at mediation, it may be listed for an assessment in chambers, for taxation or for a directions hearing.

Assessment in Chambers

- 5.11 Party-party claims for costs of less than \$100,000 will generally be listed directly for assessment in chambers pursuant to Part 8 of Order 63 of the *Rules*.
- 5.12 The entitled party will be given details of the assessment procedure in an assessment notice when the summons for taxation and bill of costs are filed. The entitled party must serve a copy of the assessment notice when serving the summons for taxation and bill of costs.
- 5.13 Where a claim is to be assessed in chambers, the liable party's notice of objections must be filed and served at least seven days prior to the date fixed for the assessment.
- 5.14 If the liable party does not file and serve a notice of objections, the entitled party must file an affidavit of service two business days prior to the date fixed for the assessment.
- 5.15 An assessment in chambers does not require the costs assessor to make a determination on each or any individual item in the bill of costs. It requires the assessor to provide an estimate of what the bill is likely to tax at: see r 63.88(1).

- 5.16 If any party objects to the assessment within 21 days, the matter will be listed for taxation, unless otherwise ordered. Otherwise, the assessor may make an order on taxation in the amount of the estimate: see r 63.88(4).
- 5.17 Under r 63.89.1(1), where the entitled party objects to the estimate and thus triggers a taxation, the entitled party will be required to pay the costs of the taxation unless the costs are taxed at more than 115% of the estimate. Where the liable party objects to the estimate and thus triggers the taxation, the liable party will be liable to pay the costs of the taxation unless the costs are taxed at less than 85% of the estimate. These consequences are intended to encourage parties to carefully consider whether to object to the Costs Court's estimate.
- 5.18 Parties are able to make an offer of compromise as to the costs in dispute at any point in the proceeding. Rule 63.89.1(2) gives the Costs Court the discretion to order that r 63.89.1(1) does not apply if a party offered to compromise the costs on terms more favourable than the costs as taxed.

Gross Sum Costs

- 5.19 The Court may order that a party will be entitled to a gross sum specified in the order instead of taxed costs, or to a sum in respect of costs to be determined in such manner as the Court directs: rr 63.07(2)(c) and (d).
- 5.20 Applications for orders under those provisions are necessarily dealt with, in the first instance, by the judicial officer conducting the principal proceeding. The Court has generally adopted one of the following three approaches when the application has been allowed:
- (a) The Court makes an order for gross sum costs and quantifies the sum to be paid.
 - (b) The Court makes an order for gross sum costs but refers the quantification of the amount to the Costs Court.
 - (c) The Court refers to the Costs Court both the hearing of the application for an order for gross sum costs and any resulting process to quantify such costs.
- 5.21 Under r 63.07(3), any party is able to make an application to the Costs Court for an order for a gross sum in lieu of taxed costs. It is anticipated that most applications for gross sum costs orders will be made by entitled parties rather than by liable parties. Such applications will usually be made before the entitled party has filed any summons for taxation. In that situation, the following procedure will apply:
- (a) Before filing the (appropriate) summons, the entitled party will need to complete a Gross Sum Information Form (Annexure B) and email it to: costs.court@supcourt.vic.gov.au ;
 - (b) The entitled party should also note the corresponding information set out above relating to the Party-Party Taxation Information Form (so far as applicable);

- (c) A return date for the summons for a gross sum costs order will not be allocated without a completed Gross Sum Information Form;
 - (d) Once the Form has been received and considered, the Registry will allocate a return date for the summons and will notify the entitled party accordingly;
 - (e) The summons will need to be supported by an affidavit deposing to the matters being relied upon by the entitled party to justify proceeding by way of a gross sum determination;
 - (f) A bill in taxable form will not be required when an entitled party makes an application to the Costs Court for an order for gross sum costs;
 - (g) If the liable party proposes to oppose the application, they must file an affidavit responding to the matters raised in the entitled party's summons and affidavit at least seven days before the return date for the summons;
 - (h) Unless the Costs Court otherwise orders, on the return of the summons the Costs Court will give directions in the matter, including as to:
 - (i) further affidavits;
 - (ii) written submissions;
 - (iii) a date for the hearing of the application for the order; and
 - (iv) whether, if the order is granted, the quantification of the gross sum will proceed on the same day.
- 5.22 Where an entitled party proposes to make an application for a gross sum costs order after having filed a summons for taxation, the entitled party must notify the Costs Court accordingly and apply for a directions hearing.
- 5.23 If, before any proceeding relating to the relevant costs is on foot in the Costs Court, a liable party proposes to apply for a gross sum costs order, the application will need to be made by filing and serving an appropriate summons, supported by affidavit material containing relevant evidence. The matter would then be listed for a directions hearing.
- 5.24 If there is already a proceeding on foot in the Costs Court relating to the relevant costs, and the liable party proposes to apply for a gross sum costs order, the liable party will not be required to file a summons but must notify the Costs Court and the entitled party of their proposal, and apply for a directions hearing.
- 5.25 Gross sum costs orders are designed to avoid the expense, delay and aggravation that can arise in large scale taxations concerning complex and sizeable claims.
- 5.26 The onus will be on the party applying to the Costs Court for an order for gross sum costs to satisfy the Costs Court that a gross sum determination is more appropriate than taxed costs.

Taxation

- 5.27 Taxations constitute a very small part of the Costs Court's work. Matters will be listed for taxation following an unsuccessful mediation or where any party objects to the estimate in an assessment in chambers, or after both procedures have failed to yield a result. It will be rare that a matter is listed for taxation at first instance.
- 5.28 In preparation for the taxation, parties should therefore use their best endeavours to narrow the scope of the items in dispute in order to shorten the time required to tax the bill of costs.
- 5.29 Where a party proposes to rely upon an authority which has not been published, the party is required to provide a copy to the Costs Court and the other party.

6. SOLICITOR/CLIENT APPLICATIONS- LEGAL PROFESSION LEGISLATION MATTERS

- 6.1 Applications to the Costs Court as between law practices and their clients under the Legal Profession Legislation are to be commenced by summons for taxation filed with the Prothonotary: rr 63.38, 63.63.

The summons for taxation

- 6.2 The summons for taxation should be headed 'IN THE MATTER of ... section ...' and refer to the relevant section of the applicable Legal Profession Legislation and must clearly identify the costs that the applicant seeks to have taxed.
- 6.3 Before filing or serving the summons for taxation, the applicant must complete the Legal Profession Legislation Taxation Information Form (Annexure C) and email it to costs.court@supcourt.vic.gov.au .
- 6.4 The Costs Court will send an email to the applicant allocating a directions hearing date. This date must be entered in the summons for taxation.
- 6.5 The applicant must file the completed summons in RedCrest, together with copies of the completed Legal Profession Legislation Taxation Information Form, the email from the Costs Court and the law practice's bills/invoices. Once those documents have been accepted, sealed copies of the documents will be available for download.

Directions Hearings

- 6.6 All solicitor/client summonses are listed for directions hearings. Costs Court directions hearings are held on the first Tuesday of every month.
- 6.7 Where possible, minutes of proposed consent orders for directions should be exchanged between the parties and, once signed by all parties, forwarded to the Costs Court email address: costs.court@supcourt.vic.gov.au .

- 6.8 Parties must advise the Costs Court of contact details (phone number, email address and any other necessary details) of one person who is fully briefed and authorised to attend.
- 6.9 At the directions hearing, the costs assessor will decide whether the matter should be set down for mediation, for an assessment in chambers or for taxation. The costs assessor will ordinarily make orders requiring the law practice to file and serve:
- (a) in cases where only lump sum bills have been filed, or where any invoices filed lack sufficient detail to be taxed – an itemised bill of costs;
 - (b) all costs agreements and costs disclosure statements given to the client upon which the law practice seeks to rely; and
 - (c) a copy of the cash account.
- 6.10 The Costs Court will prioritise procedures to deal with solicitor/client costs disputes as follows:
- (a) Mediations,
 - (b) Assessments in chambers, pursuant to Part 8 of Order 63 of the *Rules*,
 - (d) Taxations.
- 6.11 Orders to facilitate these procedures will be made at the directions hearing. Parties should note that to the extent that they are applicable, the procedures and guidance referred to above relating to mediations, assessments in chambers and taxations in party/party disputes are equally applicable to solicitor/client disputes.

Self-represented litigants

- 6.12 Self-represented litigants should familiarise themselves with the procedures applicable in the Costs Court by reference to the online information brochure titled 'A Guide to Representing Yourself When Requesting an Assessment of Your Solicitor's Bill in the Costs Court'. Other resources and contact details are available on the Court's website.

7. APPLICATION FOR REVIEW OR RECONSIDERATION OF COSTS DETERMINATIONS

- 7.1 Applications (under s 17H of the *Supreme Court Act 1986* and r 63.91 of the *Rules* or under s 17HA of the *Supreme Court Act 1986* and r 63.94 of the *Rules*) for the review of costs determinations, and applications (under r 63.93 or r 63.95 of the *Rules*) for reconsideration of costs determinations, will be listed for directions at 9.30am on the monthly directions day.

8. APPLICATIONS BY A LAW PRACTICE FOR COSTS PURSUANT TO S 134AB(31) OF THE ACCIDENT COMPENSATION ACT 1985 OR S 344(7) OF THE WORKPLACE INJURY REHABILITATION AND COMPENSATION ACT 2013 FOLLOWING RESOLUTION OR JUDGMENT IN A DAMAGES PROCEEDING

- 8.1 Where a law practice is seeking costs pursuant to s 134AB(31) of the *Accident Compensation Act 1985* or s 344(7) of the *Workplace Injury Rehabilitation and Compensation Act 2013* and has complied with County Court Practice Note PNCLD 2-2016 or paragraph [13] of the Supreme Court Practice Note SC CL 3 (Personal Injuries List), as the case may be, and where the Judge of the relevant Court decides that the claim for costs is to be reviewed by the Costs Court, the following steps will apply:
- (a) The Judge makes an order:
 - (i) referring the application for costs to the Costs Court for review; and
 - (ii) requiring the law practice to file a summons for taxation seeking a review of the costs.
 - (b) The law practice files the summons for taxation.
 - (c) A Costs Court file is created.
- 8.2 The law practice must file with the summons for taxation a copy of the referral order and copies of any affidavits filed in the County Court or the Supreme Court in accordance with County Court Practice Note PNCLD 6-2016 or paragraph [13] of the Supreme Court Practice Note SC CL 3 (Personal Injuries List), as the case may be.
- 8.3 In the first instance, the review will be dealt with by way of an assessment in chambers by a costs assessor.
- 8.4 For the purpose of the assessment, the following additional requirements will apply.
- (a) *Professional fees*

The law practice must file a breakdown of the professional fees being charged, itemised with sufficient particularity to enable the costs assessor to properly assess the reasonableness of the claim. To the extent that the Supreme Court scale as in force up to 31 December 2024 applies, the items in that scale should be used as a guide for the breakdown of professional fees, including details of the documents claimed as perused, scanned, drawn and engrossed, skilled and non-skilled attendances, etc. The loading for care, skill and responsibility, the uplift fee (if claimed) and GST must be separately identified.

To the extent possible, the law practice should file an estimate of the breakdown of professional fees and disbursements recovered as between parties, including a list of disbursements which were unrecoverable from the other party.

- (b) *Disbursements*
In addition to a list of disbursements (including, where possible, recovered and unrecovered disbursements), the law practice must file:
 - (i) all of counsel's invoices;
 - (ii) the invoices of any other law practice claimed as a disbursement (if applicable), including the charges of costs lawyers or costs consultants for preparing assessments or bills of costs for party/party and solicitor/client costs recovery; and
 - (iii) the invoices for any medical, medico-legal, financial or other expert report claimed as a disbursement
- (c) *Compliance with ss 174(1)–(2) of Legal Profession Uniform Law ('LPUL')*
The law practice must file a brief statement (self-assessment) indicating whether the law practice has complied with LPUL ss 174(1)–(2). If the law practice assesses itself as 'compliant', it must file the information or material referred to in (d), (e) and (f) below. If the law practice assesses itself as 'non-compliant', it must file a short statement on the appropriate basis of charge that should be applied as a result of the absence of a valid costs agreement.
- (d) *Disclosure pursuant to s 177 of LPUL*
Details of disclosures made to the client before settlement was executed in accordance with LPUL s 177.
- (e) *Compliance with s 174(3) of LPUL*
A brief statement setting out the steps the law practice took to satisfy itself that the client understood and consented to the disclosures given under LPUL s 174(1).
- (f) *Compliance with s 175(1) of LPUL – Counsel's Fees*
Evidence that the relevant disclosures with respect to counsel's fees were made to the client in compliance with LPUL s 175(1).

8.5 Upon completion of the assessment, the Costs Court will forward a notice of estimate to the Court that made the referral and to the law practice and the client. If no objection to the estimate is filed, the referring Court will be so advised and will further consider the application and whether to make an order pursuant to s 134AB (31) of the *Accident Compensation Act 1985* or s 344(7) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, as the case may be.

8.6 If there is an objection to the estimate, the matter will be dealt with pursuant to the Legal Profession Legislation.

9. APPEARANCES BY PERSONS WITHOUT AN ENTITLEMENT TO APPEAR IN THE COSTS COURT

9.1 The right to appear on behalf of another in the Supreme Court is reserved to those admitted to legal practice. Those without a right to appear must obtain the leave of the Court.

- 9.2 All persons who do not have a right to appear before the Costs Court must indicate their intention to apply for leave to appear not less than 48 hours before the commencement of any hearing in which they seek to appear.
- 9.3 This should be done by letter addressed to the costs assessor before whom the matter is listed. The letter should contain an acknowledgement that the person seeking leave to appear has read and understands their obligations under the *Civil Procedure Act 2010* and the potential sanctions for breach of those obligations. The letter must be filed with the Costs Court electronically and a copy of the letter sent to the other parties in the matter.
- 9.4 Where a person seeks leave to appear before the Costs Court, the person must disclose:
- (a) whether the person is a disqualified person or has been found guilty of a relevant offence under the Legal Profession Legislation; and
 - (b) if so, whether the person has so informed the client's solicitor on the record (if any) and whether the Legal Services Board has given approval under the Legal Profession Legislation.
- 9.5 Where a legal practitioner proposes to engage a person to appear before the Costs Court, and that person requires the leave of the Court to appear, the legal practitioner must first be appropriately satisfied that the person is suitable to appear on behalf of the client. Where the costs of that appearance would not be able to be claimed on taxation (see *Mietto v G4S Custodial Services Pty Ltd* [2010] VSC 304), the legal practitioner must inform the client of that fact before engaging the person.

10. POINTS OF CONTACT

- 10.1 For assessment and mediation listing, contact the Principal Registry via:
Email: costs.court@supcourt.vic.gov.au
Phone: +61 (03) 9603 9393

Where a matter settles or the mediation is no longer required, the solicitor for the applicant must notify the Court immediately, via:

Email: costs.court@supcourt.vic.gov.au
Phone: +61 (03) 9603 9324

Minutes of proposed consent orders must be sent in an editable Word document to costs.court@supcourt.vic.gov.au as soon as practicable prior to the hearing and preferably no later than 4pm the day before the hearing.

Following the issue of proceedings, the point of contact for all Legal Profession Legislation matters is the Associate to Judicial Registrar Conidi, via:

Email: costs.court@supcourt.vic.gov.au
Phone: +61 (03) 8600 2469

10.2 No party should communicate either by email or by telephone directly with the Costs Registrars, unless otherwise advised. These communications must be to the Court, via:

Email: costs.court@supcourt.vic.gov.au

Phone: +61 (03) 9603 9393

AMENDMENT HISTORY

29 November 2024: This Practice Note was reissued on 29 November 2024 to commence 1 January 2025 together with substantial amendments to Order 63 (Costs) of Chapter I of the Rules of the Supreme Court in relation to legal work done on and after 1 January 2025. It replaces the version issued 1 October 2018. It reflects the content of the Notice to the Profession issued 25 September 2024.

1 October 2018: This Practice Note was reissued on 1 October 2018 and amends the version issued on 27 June 2017.

27 June 2017: This Practice Note was issued on 27 June 2017 and replaced former Practice Note SC Gen 11 issued on 30 January 2017.

Vivienne Mahy

Executive Associate to the Chief Justice

29 November 2024

ANNEXURE A

COSTS COURT – Party Party Taxation Information Form

Hearing Return Date (Court Use Only)							
Proceeding number:							
Estimated time required for taxation hearing:							
Relevant order, agreement or Rule Identify and summarise the court order, the agreement or the Rule that establishes the entitlement to costs.							
Media neutral citation of relevant judgment or copy thereof or short summary of principal litigation							
Who is bringing the application? Party type and name of party.							
Do the claims under Appendix A arise mainly under: (a) Section 1; (b) Section 3; or (c) some other (and what) Section of Appendix A?							
Will an application claiming rates above the maximums in the scale be made? For the amounts in Section 1 of the Scale YES NO For the amounts in Section 4 of the Scale YES NO	Details						
Amount of costs claimed The amount of professional charges and disbursements claimed in the bill of costs	<table border="1"> <thead> <tr> <th>Professional charges</th> <th>Disbursements</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table>	Professional charges	Disbursements	Total	\$	\$	\$
Professional charges	Disbursements	Total					
\$	\$	\$					
Any reason why the matter should be referred to a directions hearing – e.g. self-represented litigant as applicant or respondent.							
Is the matter likely to be opposed/unopposed/ <i>ex parte</i>/by consent? If by consent, attached signed minutes of consent order.							
Details of respondent’s legal practitioner if known							
Applicant’s firm name:							
Practitioner with conduct:							
Costs lawyer or consultant who drew the bill							

Direct telephone number:	
Email address:	
Unavailable hearing date/s (if any): List any dates within two months of the filing date that the filing party is not available	
Date and signature	

ANNEXURE B

COSTS COURT – Gross Sum Information Form

Directions Hearing Return Date (Court Use Only)			
Proceeding number:			
Estimated time required for application for gross sum costs order:			
Relevant order, agreement or Rule Identify and summarise the court order, the agreement or the Rule that establishes the entitlement to costs.			
Media neutral citation of relevant judgment or copy thereof or short summary of principal litigation			
Who is bringing the application? Party type and name of party.			
Amount of costs claimed An estimate of amount of professional charges and disbursements to be claimed as a gross sum	Professional charges \$	Disbursements \$	Total \$
Is the application for gross sum costs likely to be opposed/unopposed/ex parte/by consent? If by consent, attached signed minutes of consent order			
Details of respondent’s legal practitioner if known			
Applicant’s firm name:			
Practitioner with conduct:			
Costs lawyer or consultant engaged in the matter			
Direct telephone number:			
Email address:			
Unavailable directions hearing date/s (if any): List any dates within two months of the filing date that the filing party is not available			
Date and signature			

ANNEXURE C

COSTS COURT – Legal Profession Legislation Taxation Information Form

Hearing Return Date (Court Use Only)			
Proceeding number:			
Estimated time required for taxation hearing:			
Summary of application including details of retainer			
Media neutral citation of relevant judgment or copy thereof or short summary of principal litigation			
Who is bringing the application? Party type and name of party.			
Amount of costs charged The amount of professional charges and disbursements charged in the bill of costs	Professional charges \$	Disbursements \$	Total \$
Is the applicant or respondent self-represented? Any other relevant matter.			
Is the matter likely to be opposed/unopposed/ <i>ex parte</i>/by consent? If by consent, attached signed minutes of consent order			
Details of Respondent			
Applicant's firm name:			
Practitioner with conduct:			
Costs lawyer or consultant engaged on behalf of the applicant			
Direct telephone number:			
Email address:			
Unavailable mediation/hearing date/s (if any): List any dates within two months of the filing date that the filing party is not available			
Date and signature			