

## 92<sup>nd</sup> UPDATE – PRACTICE DIRECTION AMENDMENTS

The new practice direction and the amendments to the existing Practice Directions supplementing the Civil Procedure Rules 1998 are made by the Master of the Rolls under the powers delegated to him by the Lord Chief Justice under Schedule 2, Part 1, paragraph 2(2) of the Constitutional Reform Act 2005, and are approved by Dominic Raab MP, Minister of State for Justice, by the authority of the Lord Chancellor.

The new practice direction and the amendments to the following existing Practice Directions come into force on the day after the date upon which the Minister of State approves this instrument.
Practice Direction 2C – Starting Proceedings in the County Court
Practice Direction 4 – Forms
Practice Direction 5B – Communication and Filing of Documents by e-mail
Practice Direction 7A – How to Start Proceedings – the Claim Form
Practice Direction 47 – Procedure for Detailed assessment of costs and Default Provisions
Practice Direction 51L – New Bill of Costs Pilot Scheme
Practice Direction 51N – Shorter and Flexible Trials Pilot Scheme
Practice Direction 51O – Electronic Working Pilot Scheme
Practice Direction 52C – Appeals to the Court of Appeal
Practice Direction 52D – Statutory Appeals and Appeals Subject to Special Provision
Practice Direction 59 – Mercantile Courts
Practice Direction 62 – Arbitration Claims
Practice Direction 78 – European Procedures
EU Competition Law Practice Direction
Practice Direction – Business and Property Courts
Schedule - Business and Property Courts

The Right Honourable Sir Terence Etherton  
Master of the Rolls and Head of Civil Justice

Signed by authority of the Lord Chancellor:  
Dominic Raab MP  
Minister of State for Justice  
Ministry of Justice

Date: 20 November 2017

## **PRACTICE DIRECTION 2C – STARTING PROCEEDINGS IN THE COUNTY COURT**

- 1) In paragraph 7(1)(b)(i), for “Mercantile Courts” substitute “Circuit Commercial Courts”.
- 2) In the Schedule to the Practice Direction (County Court Directory)—
  - a) in the key to that Directory, for the entry for the Mercantile Courts (“MC”), substitute—

“CCC    Circuit Commercial Court    Practice Direction 59 – Circuit Commercial Courts”; and
  - b) in the table of County Court hearing centres in that Directory—
    - i) in the headings to that table, in the second column, for “MERCANTILE COURT” substitute “CIRCUIT COMMERCIAL COURT”;
    - ii) in the entries for Birmingham; Bristol; Cardiff; Leeds; Liverpool; Manchester; and Newcastle-upon-Tyne County Court hearing centres, in each of the corresponding entries in the second column of that table, for “MC” substitute “CCC”;
    - iii) in the entries for Chester and Mold County Court hearing centre, in the corresponding entries in the second column of that table, omit “MC”.

## **PRACTICE DIRECTION 4 – FORMS**

- 1) In Annex A—
  - a) in the section “ARBITRATION FORMS”, in the signpost at the beginning of that section, for “Mercantile Court Guide” substitute “Circuit Commercial Court Guide”;
  - b) in the section “MERCANTILE COURTS FORMS”—
    - i) in the heading to that section, for “MERCANTILE” substitute “CIRCUIT COMMERCIAL”; and
    - ii) in the signpost at the beginning of that section, for “Mercantile Court Guide” substitute “Circuit Commercial Court Guide”; and
  - c) in the section “WRITS AND WARRANTS”, after the entry for form PF 91, insert—

“PF 93 Application for permission to issue a writ of possession (rule 83.13)”.
- 2) In Annex B—

- a) in the entries for “Alternative dispute resolution”; and “Litigant in person”, in both of the corresponding entries in the second column of that Annex, for “Mercantile Courts Forms” substitute “Circuit Commercial Courts Forms”; and
- b) for the entry for Mercantile claims, substitute—

“Circuit Commercial claims                      Circuit Commercial Courts Forms”.

#### **PRACTICE DIRECTON 5B – COMMUNICATION AND FILING OF DOCUMENTS BY E-MAIL**

- 1) In paragraph 1.2(a), for “Mercantile Court” substitute “Circuit Commercial Court”.

#### **PRACTICE DIRECTION 7A – HOW TO START PROCEEDINGS – THE CLAIM FORM**

- 1) For paragraph 2.5 substitute—

“**2.5** A claim relating to Business and Property work (which includes any of the matters specified in paragraph 1 of Schedule 1 to the Senior Courts Act 1981 and which includes any work under the jurisdiction of the Business and Property Courts, may, subject to any enactment, rule or practice direction, be dealt with in the High Court or in the County Court. The claim form should, if issued in the High Court, be marked in the top right hand corner ‘Business and Property Courts’ and, if issued in the County Court, be marked ‘Business and Property work’ (save, in the County Court, for those areas listed in paragraph 4.2 of the Business and Property Courts Practice Direction as exceptions).

(For the equity jurisdiction of the County Court, see section 23 of the County Courts Act 1984.)”

#### **PRACTICE DIRECTION 47 – PROCEDURE FOR DETAILED ASSESSMENT OF COSTS AND DEFAULT PROVISIONS**

- 1) For paragraph 5.1 substitute—

“5.1 In the circumstances provided for in this paragraph, bills of costs for detailed assessment must be in electronic spreadsheet format and compliant with paragraphs 5.A1 to 5.A4 (“electronic bills”) while in all other circumstances bills of costs may be electronic bills or may be on paper (“paper bills”) and compliant with paragraphs 5.7 to 5.21. Precedents A, B, C and D in the Schedule of Costs Precedents annexed to this Practice Direction are model forms of paper bills of costs for detailed

assessment. The circumstances in which bills of costs must be electronic bills are that—

- (a) the case is a Part 7 multi-track claim, except—
  - (i) for cases in which the proceedings are subject to fixed costs or scale costs;
  - (ii) cases in which the receiving party is unrepresented; or
  - (iii) where the court has otherwise ordered; and
- (b) the bills of costs relate to costs recoverable between the parties for work undertaken after 6 April 2018 (“the Transition Date”).

5.A1 A model electronic bill in pdf format is annexed to this Practice Direction as Precedent S and a link to an electronic spreadsheet version of the same model bill is provided in paragraph 5.A2 of this Practice Direction.

5.A2 Electronic bills may be in either the spreadsheet format which can be found online at <http://www.justice.gov.uk/courts/procedure-rules/civil> or any other spreadsheet format which—

- (a) reports and aggregates costs based on the phases, tasks, activities and expenses defined in Schedule 2 to this Practice Direction;
- (b) reports summary totals in a form comparable to Precedent S;
- (c) allows the user to identify, in chronological order, the detail of all the work undertaken in each phase;
- (d) automatically recalculates intermediate and overall summary totals if input data is changed;
- (e) contains all calculations and reference formulae in a transparent manner so as to make its full functionality available to the court and all other parties.

5.A3 The provisions of paragraphs 5.7 to 5.21 of this Practice Direction shall apply to electronic bills insofar as they are not inconsistent with the form and content of Precedent S. Where those paragraphs require or recommend division of the bill into parts, electronic bills (unless the format of the bill already provides the requisite information, for example in identifying the costs within each phase) should incorporate a summary in a form comparable to the “Funding and Parts Table” in Precedent S to provide the information that would otherwise be provided by its division into parts.

5.A4 Where a bill of costs otherwise falls within paragraph 5.1(a) but work was done both before and after the Transition Date, a party may serve and file either a paper

bill or an electronic bill in respect of work done before that date and must serve and file an electronic bill in respect of work done after that date.”.

2) For paragraph 5.1A substitute—

“5.1A Whenever electronic bills are served or filed at the court, they must also be served or filed in hard copy, in a manageable paper format as shown in the pdf version of Precedent S. A copy of the full electronic spreadsheet version must at the same time be provided to the paying party and filed at the court by e-mail or other electronic means.”.

3) In paragraph 5.2—

- a) for “The receiving party must”, substitute “On commencing detailed assessment proceedings, the receiving party must”;
- b) in sub-paragraph (b), after “a copy” insert “(or, where paragraph 5.A4 applies, copies); and
- c) for paragraph (f), substitute—

“(f) if a costs management order has been made (and if the same information is not already fully provided in an electronic bill), a breakdown of the costs claimed for each phase of the proceedings. Precedent Q in the Schedule of Costs Precedents annexed to this Practice Direction is a model form of breakdown of the costs claimed for each phase of the proceedings.”.

4) In paragraph 5.6(a), for “the bill of costs” substitute “a paper bill”.

5) In paragraph 13.2, in sub-paragraph (j), after “giving the name,”, insert “email address,”.

6) In paragraph 14.3(c) for “an additional copy of the bill, including a statement of the costs” substitute “an additional copy of any paper bill and a statement of the costs”.

7) In paragraph 17.2(1), in paragraph (g), omit—

- a) “fax number,”; and
- b) “where available”.

8) In paragraph 17.6, for “The schedule should” to the end of the sentence substitute—

“If on paper (a “paper schedule”) the schedule should follow as closely as possible Precedent E of the Schedule of Costs Precedents annexed to this Practice Direction. If an electronic bill of costs is served on the other person an electronic schedule may,

subject to paragraphs 17.7 and 17.8 below, be prepared and filed as if it were an electronic bill.”.

9) In paragraph 17.8—

- a) in the first sentence, for “the schedule” substitute “a paper schedule”;
- b) in the second sentence, for “The schedule” substitute “The paper schedule”;  
and
- c) after “with any divisions in the bill of costs.”, insert—

“If the schedule is an electronic schedule, unless the format of the schedule already provides the requisite information it should incorporate a summary in a form comparable to the “Funding and Parts Table” in Precedent S to provide the information that would otherwise be provided by its division into parts.”.

10) In paragraph 17.9—

- a) for “contains additional columns setting”, substitute “sets”;
- b) for “the additional columns of the bill.”, substitute “the bill, shown separately from the costs claimed against other parties.”.

11) In paragraph 18.3(a)—

- a) after “giving his name,”, insert “e-mail address,”; and
- b) after “address for service, reference”, insert “and”.

12) In the Schedule of Costs Precedents, after the entry for Precedent Q, insert—

“S: Precedent S”

13) After the Schedule of Costs Precedents, insert Schedule 2.

#### **PRACTICE DIRECTION 51L – NEW BILL OF COSTS PILOT SCHEME**

1) Omit Practice Direction 51L.

#### **PRACTICE DIRECTION 51N – SHORTER AND FLEXIBLE TRIALS PILOT SCHEME**

- 1) In paragraph 1.2(b), for “Mercantile Court” substitute “Circuit Commercial Court”.
- 2) In paragraph 2.2, for “The London Mercantile Court” substitute “The London Circuit Commercial Court”.

- 3) In paragraph 2.9(d), for “The London Mercantile Court” substitute “The London Circuit Commercial Court”.

#### **PRACTICE DIRECTION 51O – ELECTRONIC WORKING PILOT SCHEME**

- 1) In paragraph 1.1(1)(b), for “Mercantile Court” substitute “Circuit Commercial Court”.
- 2) In paragraph 1.2—
  - a) in sub-paragraph (2), for “Part 59 (Mercantile Courts)” substitute “Part 59 (Circuit Commercial Courts)”; and
  - b) in sub-paragraph (3), for “Mercantile Court Guide” substitute “Circuit Commercial Court Guide”.

#### **PRACTICE DIRECTION 52C - APPEALS TO THE COURT OF APPEAL PRACTICE**

- 1) In the table of contents, in the entry for paragraph 17, for “Legal Services Commission” substitute “Legal Aid Agency”.
- 2) In paragraph 3(3), omit paragraph (f).
- 3) In the heading to paragraph 17, for “Legal Services Commission” substitute “Legal Aid Agency”.
- 4) In paragraph 17 for “Legal Services Commission”, in both places it appears, substitute “Legal Aid Agency”.

#### **DIRECTION 52D – STATUTORY APPEALS AND APPEALS SUBJECT TO SPECIAL PROVISION**

- 1) In paragraph 5.1(7), for “the Pensions Act 2003” substitute “the Pensions Act 2004”.
- 2) In paragraph 27A(1)(2), for paragraph (b) substitute—  
“(b) section 32(1) of the Education (Wales) Act 2014; and”.

#### **PRACTICE DIRECTION 59 – MERCANTILE COURTS**





Commercial Court established)

### **PRACTICE DIRECTION 78 – EUROPEAN PROCEDURES**

- 1) In paragraph 17.1, for “article 5(1)” substitute “article 5”.
- 2) For Annex 2, substitute—

#### **“Annex 2A**

[link to the amended ESCP Regulation to be inserted]

#### **Annex 2B**

[link to previous version of the ESCP Regulation with forms to be inserted]”.

### **EU COMPETITION LAW PRACTICE DIRECTION**

- 1) In paragraph 2.3 for “Mercantile Court” substitute “Circuit Commercial Court”.

### **PRACTICE DIRECTION – BUSINESS AND PROPERTY COURTS**

- 1) After Practice Direction – Solicitors negligence in right to buy cases, insert Practice Direction – Business and Property Courts, as set out in the Schedule to this Update.

## SCHEDULE

### “PRACTICE DIRECTION – BUSINESS AND PROPERTY COURTS

#### Contents of this Practice Direction

Title	Number
Scope	Para. 1
Starting proceedings	Para. 2
Transfers	Para. 3
Specialist work in the district registries and the County Court	Para. 4
Appeals	Para. 5

#### Scope

- 1.1** The Chancery Division of the High Court, the Commercial Court, the Technology and Construction Court, the Circuit Commercial Court, and the Admiralty Court located in the Royal Courts of Justice, Rolls Building together with the Chancery Division of the High Court, the Technology and Construction Court and the Circuit Commercial Courts in the District Registries of the High Court in Birmingham, Bristol, Leeds, Manchester and Cardiff together constitute the Business and Property Courts.
- 1.2** The Business and Property Courts located at the Royal Courts of Justice, Rolls Building, are collectively described as the Business and Property Courts of England and Wales. Those Business and Property Courts in the District Registries of the High Court in Birmingham, Bristol, Leeds, Manchester, and Cardiff, are, respectively, described as the Business and Property Courts in Birmingham, the Business and Property Courts in Bristol, the Business and Property Courts in Leeds, the Business and Property Courts in Manchester, and the Business and Property Courts in Wales. In this Practice Direction the Business and Property Courts in Birmingham, Bristol, Leeds, Manchester and Cardiff are referred to together as the BPCs District Registries.
- 1.3** The work of the Business and Property Courts is divided and listed into the following courts or lists: the Admiralty Court, the Business List, the Commercial Court, the Circuit Commercial Courts, the Competition List, the Financial List, the Insolvency and Companies List, the Intellectual Property List, the Property, Trusts and Probate List, the Revenue List, and the Technology and Construction Court.
- 1.4** The courts or lists of the Business and Property Courts include sub-lists, as follows:

- (1) The Pensions sub-list and Financial Services and Regulatory sub-list are sub-lists of the Business List;
- (2) The Patents Court and the Intellectual Property Enterprise Court are sub-lists of the Intellectual Property List.

**1.5** (1) The Business and Property Courts operate within and are subject to all statutory provisions and rules together with all procedural rules and practice directions applicable to the proceedings concerned.

(2) In particular, the following provisions of the CPR apply—

Part 49 (Companies Court)

Part 57 (Probate, Inheritance and Presumption of Death)

Part 58 (Commercial Court)

Part 59 (Circuit Commercial Courts)

Part 60 (Technology and Construction Court Claims)

Part 61 (Admiralty Claims)

Part 62 (Arbitration Claims)

Part 63 (Intellectual Property Claims)

Part 63A (Financial List)

Part 64 (Estates, Trusts and Charities)

Practice Direction – Insolvency Proceedings

Practice Direction: Directors Disqualification Proceedings

Practice Direction PD51O (Electronic Working)

EU Competition Law Practice Direction

**1.6** This Practice Direction applies to cases in the Business and Property Courts or cases which are to be issued in those courts. In the event of inconsistency between this Practice Direction and any other Practice Direction the provisions of this Practice Direction shall prevail.

**1.7** Parties will also need to give careful consideration to the Chancery Guide, the Admiralty and Commercial Courts Guide, the Technology and Construction Court Guide, the Financial List Guide, the Circuit Commercial Court Guide, the Patents Court Guide, and the Intellectual Property Enterprise Court Guide (where applicable).

## **Starting proceedings**

**2.1** Starting proceedings in the Business and Property Courts is subject to CPR Parts 7 and 8.

### **2.2**

(1) A claimant wishing to issue a claim in the Business and Property Courts chooses which court, list or sub-list from within the Business and Property Courts in which to issue its claim, based (subject to sub-paragraph (2)) on the principal subject matter of the dispute.

(The courts, lists and sub-lists are set out in paragraphs 1.3 and 1.4.)

(2) In cases where different aspects of the dispute indicate that the case be issued in different lists, sub-lists or courts, the claimant must consider whether there are aspects requiring the expertise of a specialist judge and choose the list, sub-list or court in which the relevant specialist judges sit.

### **2.3**

(1) Before a claimant issues a claim in the Business and Property Courts, the claimant must determine the appropriate location in which to issue the claim.

(2) With the exception of claims started under Parts 58, 60, 61 and 62, claims which are intended to be issued in the Business and Property Courts and which have significant links to a particular circuit outside the South Eastern Circuit must be issued in the BPCs District Registry located in the circuit in question. If a claim has significant links with more than one circuit, the claim should be issued in the location with which the claim has the most significant links.

(3) A link to a particular circuit is established where—

(a) one or more of the parties has its address or registered office in the circuit in question (with extra weight given to the address of any non-represented parties);

(b) at least one of the witnesses expected to give oral evidence at trial or other hearing is located in the circuit;

(c) the dispute occurred in a location within the circuit;

- (d) the dispute concerns land, goods or other assets located in the circuit; or
- (e) the parties' legal representatives are based in the circuit.

## **2.4**

(1) In a claim issued in London in the following courts, a hearing may, where appropriate, take place in a court in a circuit—

- (a) the Commercial Court;
- (b) the Admiralty Court;
- (c) the Financial List;
- (c) the Technology and Construction Court.

(2) A judge of the Commercial Court may, where appropriate and subject always to available judicial resources, be made available to hear a claim issued in a Circuit Commercial Court.

**2.5** While any appropriate claim may be issued in any of the BPCs District Registries, the following are circumstances in which case management or trial may instead occur in the Business and Property Courts of England and Wales—

(1) Where a claim is issued in the Revenue List in one of the BPCs District Registries, Her Majesty's Revenue and Customs may nevertheless seek to have the proceedings case managed and/or tried in the Business and Property Courts of England and Wales, in accordance with CPR 30.3(2)(h) and Annex 1 of Practice Direction 66.

(2) A claim meeting the definition established in paragraph 1.1 of the EU Competition Law Practice Direction may be issued in an appropriate BPCs District Registry, but its case management and/or trial in the district registry in question will be dependent on an appropriate judge being made available in the district registry in question.

(3) A claim in the Intellectual Property List, which includes the Patents Court and the Intellectual Property Enterprise Court ("IPEC") (and includes the IPEC small claims track to which rule 63.27 applies), may be issued in an appropriate BPCs District Registry. However the case management and/or trial of a claim in the Patents Court or the IPEC in the BPCs District Registry in question will be dependent on an appropriate judge being made available in the district registry in question.

## **Transfers**

**3.1** (1) Subject to CPR 30.2, 30.5 and 59.3, the Business and Property Courts may, having regard to the criteria in 3.1(3), order proceedings in the Business and Property Courts of England and Wales or of a BPCs District Registry, or any part of

such proceedings (such as a counterclaim or an application made in the proceedings), to be transferred—

(a) from the Business and Property Courts of England and Wales to the Business and Property Courts in a BPCs District Registry; or

(b) from the Business and Property Courts in a BPCs District Registry to the Business and Property Courts of England and Wales or to the Business and Property Courts in another BPCs District Registry.

(2) An application for an order under paragraph 1(b) must be made to the Business and Property Court from which the transfer is sought, and notified to the intended receiving Business and Property Court at the same time by the applicant, and must be consented to by the receiving Business and Property Court before any order for transfer is made.

(3) When considering whether to make an order under rule 30.2(4) (transfer between the Royal Courts of Justice and the district registries) when the proceedings are in the Business and Property Courts, the court must also have regard to—

(a) significant links between the claim and the circuit in question, considering the factors listed in paragraph 2.3(3) above;

(b) whether court resources, deployment constraints, or fairness require that the hearings (including the trial) be held in another court than the court into which it was issued;

(c) the wishes of the parties, which bear special weight in the decision but may not be determinative;

(d) the international nature of the case, with the understanding that international cases may be more suitable for trial in centres with international transport links;

(e) the availability of a judge specialising in the type of claim in question to sit in the court to which the claim is being transferred.

**3.2** In addition to the provisions set out in CPR 30.3, the Business and Property Courts must have regard, when considering whether to make an order for transfer from the Business and Property Courts to a county court hearing centre:

(a) to the nature of the claim, in accordance with the guidance provided at paragraphs 4.2 to 4.5; and,

(b) to the availability of a judge specialising in the corresponding type of claim to sit in an appropriate court in the circuit;

**3.3** When considering the availability of a judge under paragraph 3.1(e), the listing office of the court to which the claim is being transferred will be consulted before the order is made by the court.

### **Specialist work in the County Court**

**4.1** Subject to any enactment or rule relating to the jurisdiction of the County Court, the County Court at Central London, Birmingham, Bristol, Cardiff, Manchester, Newcastle, Leeds, Liverpool, and Preston are appropriate venues for any cases which are suitable to be heard in the County Court which fall within the definition in paragraph 4.2 as the specialist work of the type undertaken in the Business and Property Courts.

**4.2** The specialist work of the type undertaken in the Business and Property Courts includes all the work that falls under the jurisdiction of the courts and lists that make up the Business and Property Courts, except for—

- (a) Claims for possession of domestic property and rent and mesne profits, or in respect of domestic mortgages;
- (b) Claims for possession of commercial premises or disputes arising out of business tenancies that are routine in nature;
- (c) Claims falling under the Trusts of Land and Appointment of Trustees Act 1996, unless combined with other specialist claims;
- (d) Hearings of unopposed creditors' winding-up or bankruptcy petitions or applications to set aside statutory demands;
- (e) Building claims, other than adjudication claims, of a value under £75,000;
- (f) Invoice and other straightforward business claims of a value under £75,000;
- (g) Boundary and easement disputes involving no conveyancing issues;
- (h) Claims to enforce a charging order;
- (i) Applications under the Access to Neighbouring Land Act 1992;
- (j) Proceedings under the Inheritance (Provision for Family and Dependents) Act 1975.

**4.3** Claims issued in the County Court which are issued in the County Court at the hearing centres defined in paragraph 4.1 and relate to the specialist work of the type undertaken in the Business and Property Courts will be marked “Business and Property work” by the court upon allocation if they have not already been marked in that way by the claimant, and will be managed and heard only by judges specialising in this work.

**4.4** Judges specialising in the County Court Business and Property work must spend a minimum of 20 percent of their time handling Business and Property work, either in the Business and Property Courts or in the County Court.

### **Appeals in BPCs District Registries**

**5.1** Specific appeal slots will be created in listing in the BPCs District Registries to accommodate blocks of applications for permission to appeal and appeals which are to be heard by a Group A judge (as defined in PD52A) in accordance with PD52A.

**5.2** So far as possible these slots will be concomitant with the slots identified for cases listed in BPCs District Registries requiring a Group A judge as defined in PD52A to hear them and transferred cases referred to in paragraph 3.”.



## **Schedule 2: phases, tasks, activities and expenses**

### 1. The phases are:

	<b>Phase in Bill of Costs</b>	<b>Phase in Precedent H</b>
1	Initial and Pre-Action Protocol Work	Pre-Action Costs
2	Issue / Statements of Case	Issue / Statements of Case
3	Case Management Conference	CMC
4	Disclosure	Disclosure
5	Witness statements	Witness statements
6	Expert reports	Expert reports
7	Pre-Trial Review	PTR
8	Trial preparation	Trial preparation
9	Trial	Trial
10	ADR / Settlement	ADR / Settlement discussions
11	Interim Applications and Hearings (Interlocutory Applications)	Contingencies
12	Funding	N/A
13	Budgeting incl. costs estimates	N/A
14	Costs Management Conference	N/A
15	Costs Assessment	N/A

### 2. The tasks are:

	<b>Phase</b>		<b>Task</b>
1	Initial and Pre-Action Protocol Work		
		1	Factual investigation
		2	Legal investigation
		3	Pre-action protocol (or similar) work
2	Issue / Statements of Case		
		4	Issue and Serve Proceedings and Preparation of Statement(s) of Case
		5	Review of Other Party(s)' Statements of Case
		6	Requests for Further Information
		7	Amendment of Statements of Case
3	Case Management Conference		
		8	Case Management Conference
4	Disclosure		
		9	Preparation of the disclosure report and the disclosure proposal
		10	Obtaining and reviewing documents
		11	Preparing and serving disclosure lists
		12	Inspection and review of the other side's disclosure for work undertaken after exchange of disclosure lists.
5	Witness statements		
		13	Taking, preparing and finalising witness statement(s)

		14	Reviewing Other Party(s)' witness statement(s)
6	Expert reports		
		15	Own expert evidence
		16	Other Party(s)' expert evidence
		17	Joint expert evidence
7	Pre-Trial Review		
		18	Pre-Trial Review
8	Trial preparation		
		19	Preparation of trial bundles
		20	General work regarding preparation for trial
9	Trial		
		21	Advocacy
		22	Support of advocates
		23	Judgment and post-trial activity
10	ADR / Settlement		
		24	Mediation
		25	Other Settlement Matters
11	Interim Applications and Hearings (Interlocutory Applications)		
		26	Applications relating to originating process or Statement of Case or for default or summary judgment
		27	Applications for an injunction or committal
		28	Applications for disclosure or Further Information
		29	Applications concerning evidence
		30	Applications relating to Costs alone
		31	Permission applications
		32	Other applications
12	Funding		
		33	Funding
13	Budgeting incl. costs estimates		
		34	Budgeting - own side's costs
		35	Budgeting - Precedent H
		36	Budgeting - between the parties
14	Costs Management Hearing		
		37	Costs Management Hearing
15	Costs Assessment		
		38	Preparing costs claim
		39	Points of dispute, Replies and Negotiations
		40	Hearings
		41	Post Assessment Work (excluding Hearings)

3. The activities are:

	<b>Activity</b>
1	Appear For/Attend
2	Communicate (with Outside Counsel)
3	Communicate (with client)
4	Communicate (witnesses)
5	Communicate (experts)
6	Communicate (Other Party(s)/other outside lawyers)
7	Communicate (other external)
8	Communicate (internally within legal team)
9	Billable Travel Time
10	Plan, Prepare, Draft, Review

4. The expense categories include but are not limited to:

	<b>Expense</b>
1	Counsel's Fees
2	Experts' Fees
3	Court Fees
4	Arbitrators' or Mediators' Fees
5	Witness Expenses
6	Transcripts
7	Litigation Support Suppliers (incl. eDisclosure)
8	Consultants, Other Professionals or Foreign Lawyers
9	Travel Expenses
10	Copying/Imaging
11	ATEI Premiums
12	Medical Records
13	Translation Costs
14	Bank Fees
15	Process Server

5. Descriptions of the tasks and activities are set out in Precedent S.