

SCHEDULE OF COSTS PRECEDENTS  
**PRECEDENT P: SOLICITORS ACT- BREAKDOWN OF COSTS**

IN THE HIGH COURT OF JUSTICE  
QUEEN'S BENCH DIVISION  
SENIOR COURT COSTS OFFICE

Claim No:

BETWEEN

EF

Claimant

- and -

GH & Co

Defendant

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BREAKDOWN OF DEFENDANT'S BILL OF COSTS DATED 27TH FEBRUARY 2012 TO BE  
ASSESSED PURSUANT TO THE ORDER DATED 27TH APRIL 2012

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The claimant instructed the defendants in connection with a summons for careless or inconsiderate driving which had been served upon him. By letter dated 21st October 2011 the defendants wrote to the claimant setting out their terms of business including the hourly rates of the fee earners who would act on his instructions. On 24th October 2011 the claimant dated and signed a copy of that letter and returned it to the defendants so indicating his acceptance of the terms set out.

The proceedings were of the highest importance to the claimant who feared losing his licence and who wished to defend any civil proceedings that might be taken against him as a result of the prosecution. The defendants entered into correspondence with the CPS and eventually obtained their witness statements and invited them to consent to an adjournment because of the absence overseas of an important witness for the claimant (Mr LM). Eventually the defendants successfully applied to the court for an adjournment, and also applied for and obtained a witness summons. At the trial the claimant was found guilty and was fined £300 and 4 points were endorsed on his driving licence.

Proceedings were conducted by an assistant solicitor admitted in 2000 whose time is charged at an agreed rate of £192.00 per hour with routine letters out and telephone calls at an agreed rate of £19.20 each. At the trial a trainee attended with counsel. The trainee's time is charged at an agreed rate of £118.00 per hour.

**Cash account for client: EF**

**Received**

From client on account generally: 24 <sup>th</sup> October 2011	1,500.00
From client on account generally: 19th February 2012	<b>1,000.00</b>
	<b>2,500.00</b>

Balance due to client EF: **£2,115.00**

**Paid**

Refund to client: 27th February 2012	385.00
Balancing Item	<b>2,115.00</b>
	<b>2,500.00</b>

<i>Item No.</i>	<i>Item</i>	<i>VAT £</i>	<i>Disbursements £</i>	<i>Profit Costs £</i>
	<b>Attendance on Court and Counsel</b>			
	5 <sup>th</sup> November 2011 – application made for an adjournment for the convenience of a witness			
	13 <sup>th</sup> November 2011 – contested hearing of the Application			
	Engaged 10 minutes	£32.00		
	Travel and waiting 30 minutes	£96.00		
1.	Total solicitor's fee for hearing	25.60		128.00
	17 <sup>th</sup> November 2011 – conference with Counsel			
	Engaged 45 minutes	£144.00		
	Travel and waiting 1 hour	£192.00		
2.	Total solicitor's fees for conference	67.20		336.00
3.	Counsel's fee for conference paid (Miss JK) 15 <sup>th</sup> February 2012 – Brief to Counsel – 4 pages A4	30.00	150.00	
	23 <sup>rd</sup> February 2012 – attending trial			
	Trainee engaged in court 1 hour	£118.00		
	Engaged in conference 30 minutes	£59.00		
	Travel and waiting (apportioned) 45 minutes	£88.50		
4.	Total trainee solicitor's fee for trial	53.10		265.50
5.	Counsel's brief fee (paid Miss JK)	60.00	300.00	
6.	<b>Claimant</b> 21 <sup>st</sup> October 2011 – first instructions 1 hour	38.40		192.00
7.	16 <sup>th</sup> November 2011 – finalising proof of evidence 45 minutes	28.80		144.00
8.	Routine letters out and telephone calls – 12 (9+3)	46.08		230.40
	<b>Witness (Mr LM)</b>			
	Personal attendance by trainee solicitor			
	Engaged 45 minutes	£88.50		
	Travel and waiting 1 hour	£118.00		
9.	Total trainee solicitor's fee for attendance	41.30		206.50
10.	Routine letters out - 6	35.04		175.20
11.	<b>Other persons</b> Routine letters out and telephone calls to the CPS – 8 (6+2)	30.72		153.60
12.	<b>Communications with the court</b> Routine letters out - 6	23.04		115.20
13.	<b>Communications with Counsel</b> Routine letters out and telephone calls – 8 (4+4)	30.72		153.60
	<b>Work done on documents</b>			
14.	Instructions to counsel – 30 minutes	19.20		96.00
15.	Attendance note of conference – 15 minutes	9.60		48.00
16.	Brief to counsel – 30 minutes	19.20		96.00
17.	Attendance note of trial (trainee) – 45 minutes	17.70		88.50
	<b>Summary</b>	<b>575.70</b>	<b>450.00</b>	<b>2428.50</b>
	<b>Total costs claim in breakdown £2878.50 + £575.70 VAT</b> (Total costs billed £2500.00 + £500.00 VAT)			