

Notice of commencement of assessment of bill of costs

In the	
Claim No.	
Claimant (include Ref.)	
Defendant (include Ref.)	

To the claimant(defendant)

Following an (insert name of document eg. order, judgment) dated
(copy attached) I have prepared my Bill of Costs for assessment. The Bill totals *£ If you choose to
dispute this bill and your objections are not upheld at the assessment hearing, the full amount payable (including the
assessment fee) will be £ (together with interest (*see note below*)). I shall also seek the costs of the
assessment hearing

Your points of dispute must include

- details of the items in the bill of costs which are disputed
- concise details of the nature and grounds of the dispute for each item and, if you seek a reduction in those items, suggest, where practicable, a reduced figure

You must serve your points of dispute by (insert date 21 days from the date of service
of this notice) on me at:- (give full name and address for service including any DX number or reference)

You must also serve copies of your points of dispute on all other parties to the assessment identified below (*you do not
need to serve your points of dispute on the court*).

I certify that I have also served the following person(s) with a copy of this notice and my Bill of Costs:- (*give details of
persons served*)

If I have not received your points of dispute by the above date, I will ask the court to issue a default costs certificate
for the full amount of my bill (*see above**) plus fixed costs and court fee in the total amount of £

Signed Date
(Claimant)(Defendant)(’s solicitor)

Note: Interest may be added to all High Court judgments and certain county court judgments of £5,000 or more under the
Judgments Act 1838 and the County Courts Act 1984.

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.

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