

# Request for a Default Costs Certificate

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

I certify that (1) notice of commencement (2) the bill of costs and (3) a copy of the document giving the right to detailed assessment, were served on the paying party .....  
(and give details of any other party served with the notice)

on ..... (insert date)

Copies of (1) and (3) are attached.

I also certify that I have not received any points of dispute and that the time for receiving them has now elapsed.

I now request the court to issue a certificate for the amount of the bill of costs plus such fixed costs and court fees as are appropriate in this case.

**Signed**

.....  
(Claimant)(Defendant)(’s Solicitor)

**Date**

.....

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.

N254 Request for a Default Costs Certificate (07.02)

The Court Service Publications Branch