

# Notice of Appeal against a detailed assessment

Each ground must be numbered. Grounds which relate to decisions on items in the bill of costs must also state the number of the item, a short description of the item, the amount claimed and the amount allowed. Some examples are given below.

**Ground 1**  
Decision to refuse permission to amend the Points of Dispute.  
[Then state the grounds upon which you intend to rely]

**Ground 2**  
Bill item 6, counsel's fee, £250 plus VAT claimed, £250 plus VAT allowed. [Then state the grounds upon which you intend to rely]

**Ground 3**  
Bill item 28, attendances on expert witnesses, £480 plus VAT claimed, £420 plus VAT allowed. [Then state the grounds upon which you intend to rely]

In the	
Case No.	
Applicant/ Petitioner <small>(include Ref.)</small>	
Respondent <small>(include Ref.)</small>	
Co-Respondent <small>(include Ref.)</small>	

[The party wishes] [I wish] to appeal against [some of] the decision(s) made by the costs officer at the hearing on [date] concerning the detailed assessment of [the party's] bill of costs.

The grounds of appeal are:

[State the grounds upon which you intend to rely (see above left for examples). Continue on further sheet if needed.]

I now enclose copies of (tick as appropriate)

- ☐ The Costs Certificate or other order being appealed
- ☐ Cost's Officer's written reasons (or order dispensing with written reasons)
- ☐ Bill of Costs
- ☐ Points of Dispute lodged with request for detailed assessment hearing
- ☐ Points in Reply (in any)
- ☐ The authority for the detailed assessment

To [Costs Officer whose decision is being appealed] and to [the intended respondents to the appeal]

Signed 

[Party] [Party's Solicitor]

Date