

Request for a Default Costs Certificate

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

I certify that the attached Notice of Commencement was served on the paying party

(and give details of any other party served with the notice)

on *(insert date)*

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
(Applicant)(Petitioner)(Respondent)(Co-Respondent)(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 case number.

D254 Request for a Default Costs Certificate (04.11)

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