

# 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]

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

[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**

**Solicitor's fee account no.**