

Final Costs Certificate (Assessment under Part III of the Solicitors Act 1974)

To [Applicant][Petitioner][Respondent]
[Co-Respondent][s solicitor]

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

In accordance with the order dated

District Judge [] has assessed the total costs as £ [the VAT included in the total is £] and has awarded the costs of the assessment to the [applicant][petitioner][respondent] [co-respondent] assessed in the sum of £ (including VAT/VAT not recoverable) which is to be [added] [deducted]

[And £ already having been paid in respect of the bill(s) assessed]

You must pay [the balance of] £ to the [applicant][petitioner][respondent][co-respondent] [within 14 days from the date of this order] [on or before[]]

Take Notice

To the (applicant)(petitioner)(respondent)(co-respondent)

If you do not pay in accordance with this order your goods may be removed and sold or other enforcement proceedings may be taken against you. If your circumstances change and you cannot pay, ask at the court office about what you can do.

Address for Payment

How to Pay

- **PAYMENT(S) MUST BE MADE to the person named at the address for payment quoting their reference and the court case number.**
- **DONOT bring or send payments to the court. THEY WILL NOT BE ACCEPTED.**
- You should allow at least 4 days for your payment to reach the (applicant) (petitioner)(respondent)(co-respondent) or his representative.
- Make sure that you keep records and can account for all payments made.
- Proof may be required if there is any disagreement. It is not safe to send cash unless you use registered post.
- A leaflet giving further advice about payment can be obtained from the court.
- If you need more information you should contact the (applicant)(petitioner) (respondent)(co-respondent) or his representative.

The court office at

is open between 10 am and 4 pm Monday to Friday. Address all communications to the Court Manager quoting the claim number