***THIS COMPLETED PAGE IS TO BE INCLUDED WITH THE APPLICATION FORM WHEN LODGED***

**COVER SHEET TO COSTS ASSESSMENT APPLICATION**

**To assist with allocation to an appropriate assessor, please nominate the general subject matter of the legal work done or the type of court matter involved in the costs to be assessed by crossing the relevant box(es) and attaching to the front of the application for assessment.**

☐ Administrative Law, including

☐ Tax

☐ Commercial

☐ Commercial arbitration (with a Court order if under LPA 2004)

☐ Insurance

☐ Corporations Law

☐ Building and construction

☐ Common Law

☐ Defamation

☐ Personal Injury – including public liability

☐ Motor Vehicle Accidents

☐ Professional negligence

☐ Possession 􏰀

☐ Equity (general)

☐ Family Provision

☐ Guardianship, de facto relationships

☐ Probate

☐ Land and Environment Court

☐ Tribunals

☐ Dust Diseases Tribunal

☐ NCAT

☐ Other Tribunal

☐ Other

☐ Criminal

☐ Family Law

(for costs between client and their own lawyer only – for any court orders see Family Court Rules)

☐ General Federal Law

(for costs between client and their lawyer only – any court orders see Federal Court Rules)

☐ Industrial

☐ Workers Compensation

☐ Property including conveyancing.

☐ Any other area of law …………………………………………………………………..

**Form A 1.1**

**APPLICATION FOR ASSESSMENT OF COSTS**

**CLIENT v LAW PRACTICE**

*Legal Profession Uniform Law (NSW) s 198*

*Legal Profession Act 2004 (NSW) s 351*

**MANAGER COSTS ASSESSMENT**

Assessment Number:

**[Name of applicant client]**

Costs Applicant

**[Name of respondent law practice]**

*(Ensure that you use the correct name of the law practice)*

Costs Respondent

The costs applicant applies for assessment of costs charged by the costs respondent, a law practice, in accordance with the particulars set out in Section A and provides the further information and certification set out in Sections B and C.

*Note: This form is intended for applications under the Legal Profession Uniform Law (NSW) (‘UL’) or the Legal Profession Act 2004 (‘LPA04’). For corresponding applications under the Legal Profession Act 1987 Pt 11 as preserved by the Legal Profession Act 2004 Sch 9 cl 18, adapt this form appropriately.*

*If there is inadequate space to provide the required information, attach additional pages or expand the spaces in the form.*

## Particulars

In this section, the costs applicant is referred to as ‘you’ and the costs respondent is referred to as the Law Practice.

1. Did you first instruct the Law Practice in the matter to which the costs relate before 1 July 2015, or on or after that date?

\*Before / \*On or after (\*delete as appropriate)

(Note: If instructions were first given before that date, LPA04 Pt 3.2 applies; if given on or after that date, UL Pt 4.3 applies.)

1. Identify the costs that you want assessed.
	1. State the date and **ATTACH** a copy of each bill from the Law Practice which includes costs that you want assessed. If a bill also includes costs that you don’t want assessed, clearly identify the costs that you don’t want assessed.

…………………………………………………………………………………………..

* 1. If any of the costs you want assessed are not set out in a bill from the Law Practice but have been paid, identify those costs, how and when the claim for payment was made, the amounts claimed and paid, and the date and amount of each relevant payment.

…………………………………………………………………………………………..

1. What is the total amount that the Law Practice claimed for the costs that you want assessed?

$………………

1. How much of the claimed amount has been paid? Specify the date and amount of each payment.

Date:…………….… Amount: $……………..

1. How much do you say is the proper amount for those costs? (Do not subtract amounts that have been paid.)

$…………………

1. How much of the claimed amount do you object to? (This should be the difference between the amounts at 3 and 5 above.)

$………………….

|  |
| --- |
| **For registry use only:**The application fee will be the **greatest** of the following three amounts:* 1. 1% of the amount in dispute $........................... (Item 3 – Item 5 = Item 6); or
	2. 1% of the remaining unpaid amount $........................ (Item 3 – Item 4); or
	3. $100 – this is the minimum application fee.
 |

1. Set out your objections to the amounts claimed by the Law Practice for the costs that you want assessed in a separate document headed ‘Objections’. **ATTACH** that document to this application.
2. Is there a costs agreement or purported costs agreement between you and the Law Practice with respect to the costs that you want assessed? If so, state the date when it was entered into and **ATTACH** copy.

………………………………………………………………………………………………

1. If you claim that the costs agreement breaches or was entered into in breach of *UL Pt 4.3 Div 4 or LPA04 Pt 3.2 Div 5*, explain that claim. Otherwise leave this part blank.

………………………………………………………………………………………………

1. If you claim that the terms of the costs agreement are not fair and reasonable, explain that claim. If LPA04 applies (*see the note to para 1 above*) and you claim that the costs agreement or a provision of it should be set aside because it is not fair and reasonable, include particulars of that claim.

Otherwise leave this part blank.

………………………………………………………………………………………………

1. If you claim that the Law Practice failed to give proper disclosure in relation to costs as required by *UL Pt 4.3 Div 3 or LPA04 Pt 3.2 Div 3*, provide the details and documents in (a) and (b) below.

Otherwise leave this part blank and ignore (a) and (b).

* 1. Provide particulars of the disclosures that were given and **ATTACH** copies of the disclosure documents, or state that no disclosure was given, as the case may be.

…………………………………………………………………………………………..

* 1. Say succinctly how and why the disclosure was deficient.

…………………………………………………………………………………………..

1. Set out any further information that you say is relevant to the assessment of the costs.

………………………………………………………………………………………………

………………………………………………………………………………………………

## Addresses

The addresses of the costs applicant, costs respondent and any interested parties are set out below:

*(Note: Full details must be given for client and if the parties are legally represented, the names, address, email and other contact details of their legal representatives are also required.)*

#### Costs applicant

Name:

Address:

Telephone:

Email:

#### Costs applicant’s legal representative

Name:

Address:

Telephone:

Email:

Reference:

#### Costs respondent

Name:

Address:

Telephone:

Email:

#### Costs respondent’s legal representative

Name:

Address:

Telephone:

Email:

Reference:

#### Other

## Certification and Authority

I certify that there is no reasonable prospect of settlement of the matter by mediation.

I authorise the costs assessor to whom this matter is referred to have access to, and to inspect all my documents that are held by me, or by any law practice or Australian legal practitioner or Australian-registered foreign lawyer concerned, in relation to this matter.

(Signed)…………………………………………………………………………………………

**\*Costs Applicant / \*Costs Applicant’s legal practitioner** (delete as appropriate)

**Date:**