***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 (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 1.4**

**APPLICATION FOR ASSESSMENT OF COSTS**

**NON-ASSOCIATED THIRD PARTY PAYER v CLIENT**

*Legal Profession Uniform Law (NSW) s 198*

*Legal Profession Act 2004 (NSW) s 350*

**MANAGER COSTS ASSESSMENT**

Assessment Number:

*[Name of applicant non-associated third party payer]*

**Costs Applicant**

*[Name of respondent client]*

Costs Respondent

**Concerning the costs of Law Practice:**

***[Name of law practice]***

The costs applicant applies for assessment of costs claimed by the costs respondent in respect of costs charged by the above-named 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**

1. Was the Law Practice first instructed 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 demand upon you (whether in the form of a bill from the Law Practice or otherwise) which includes costs that you want assessed. (If a demand also includes costs that you don’t want assessed, clearly identify those costs.)

……………………………………………………………………………………………...

* 1. If any of the costs you want assessed are not set out in a document referred to in (a) 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. Identify the basis on which you are or were liable to pay those costs. If the liability arose under or pursuant to a document, identify it and **ATTACH** a copy.

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1. What is the total amount that you were asked to pay in respect of the costs that you want assessed?

$………………….

1. How much of the amount claimed from you has been paid? Specify the date and amount of each payment and to whom it was paid.

Date:………… Amount: $…………. To whom paid: ……………………

1. How much do you say is the proper amount for the costs claimed from you? (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 4 and 6 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 4 – Item 6 = Item 7); or   2. 1% of the remaining unpaid amount $.................... (Item 4 – Item 5); or   3. $100 – this is the minimum application fee. |

1. Set out your objections to the amounts claimed from you in respect of the costs that you want assessed in a separate document headed ‘Objections’. **ATTACH**  that document to this application.
2. Do you claim that the Law Practice should be a party to the assessment? If so, set out the grounds.

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

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## **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, addresses and other contact details of their legal representatives are 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:

#### Law Practice

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:**