***FORM A2.1 INFORMATION FOR LODGING PARTY***

***Application by Law Practice v Client***

**Form A2.1 is intended for applications under both *Legal Profession Uniform Law (NSW*)** (which applies if first instructions given on or after 1 July 2015) **and/or the *Legal Profession Act 2004* (**which applies if first instructions given before 1 July 2015).

*( 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.)*

1. Please read the application carefully and complete it in full and attach the necessary documents as requested in the application. Ensure that the correct name of the Law Practice is provided (egs ….. (name of all the partners) trading as ……(name of the law firm); or name of the corporation that runs the law practice etc)
2. If first instructions given after 1 July 2015 and the Legal Profession Uniform Law 2014 applies, this Law Practice application must be **lodged within 12 months** after (in summary) the bill was given or request for payment made or the legal costs paid if no bill given (see s198).
3. **Three hard copies of the application** and attachments are required by the Costs Assessment Section. You should **keep an extra copy for your records** – we do not return stamped copies.
4. An **application fee** must be submitted being the greater of:
5. $100 or
6. 1% of the unpaid bill or
7. 1% of the total costs in dispute.
8. This **fee can be paid by** solicitor cheque, bank cheque or money order to Supreme Court of NSW or if attending in person only, by credit card.
9. The application is lodged by:
10. **attending Level 5, Supreme Court, Law Courts Building Queens Square, Sydney** (business hours 9am – 5pm) OR
11. posting to **Manager Costs Assessment, c/o Supreme Court of NSW, GPO Box 3, Sydney NSW 2001** or sending to DX 829 Sydney
12. Once application is received, the Manager Costs Assessment is required to send a copy of the application to the costs respondent with a notice requesting any objection within 21 days after receipt of that notice.
13. If any objection is received a copy is sent to the costs applicant for any response within a further 21 days. The application, objection and any response will then be referred to a Costs Assessor for assessment. And parties will be advised of the assessor details.