***FORM A2.3 INFORMATION FOR LODGING PARTY***

***Application by Billing Law Practice v Retaining law Practice***

**Form A2.3 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 necessary documents as requested in the application.
2. If first instructions given after 1 July 2015 and the Legal Profession Uniform Law applies, this 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.
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.