

To be inserted by Court

Case Number:

Date Filed:

FDN:

CLAIM FOR COSTS BY [PARTY TITLE]

[SUPREME/DISTRICT/MAGISTRATES] Select one COURT OF SOUTH AUSTRALIA
SPECIAL STATUTORY JURISDICTION

[FULL NAME]
Applicant

[FULL NAME]
Respondent

Lodging party		
	Party title	Full name of party
Name of law firm/office		
If applicable	Law firm/office	Responsible Solicitor
Name of authorised officer		
If body corporate and no law firm/office	Full name	

To the [Party Title and Name]: WARNING

This is a Claim for Costs pursuant to an order made on [date].

If you wish to dispute any item in this claim you **must** within 28 days of service of this claim:

- set out in the appropriate column below, your **response** to each disputed item; and
- **file and serve** on the party presenting the claim a copy of the claim containing such responses.

If you do not do so, you will be taken to have **admitted** the Claim in full, and **judgment** may be entered against you for its total amount including taxation costs.

COSTS SCHEDULE

Item No	Date	Details of item	No of Pages/ Sheets/ Length of Attendance	Amount Claimed	Response (eg Agreed, Not Agreed, Agreed in Part and succinct reason if not fully agreed)		Offer
					LIABILITY	QUANTUM	
SOLICITORS FEES							
				\$			\$
		TOTAL SOLICITORS FEES		\$			\$
DISBURSEMENTS							
		Counsel fees Specify total and attach scanned copy of accounts		\$			\$
		Total counsel fees		\$			\$
		Other disbursements Specify total and attach scanned copy of accounts		\$			\$
		Total other disbursements		\$			\$
		TOTAL DISBURSEMENTS		\$			\$
COSTS AND DISBURSEMENTS							
				\$			\$
		TOTAL COSTS AND DISBURSEMENTS		\$			\$

GST

The costs claimant

- ☐ is entitled to recover the GST component of its costs as an input tax credit.
- ☐ is not entitled to recover the GST component of its costs as an input tax credit.
- ☐ is entitled to recover only a portion of the GST component, the proportion that is not recoverable being [*specify proportion*].

Notes

1. The claim should be in date order, listing all claims based on scale items and including only charges claimable under the costs order.
2. Frequently used abbreviations: eg sol for solicitor, cl for client, ltr for letter and for scale items should be used where possible. The full date in a day/month/year format should be provided for each item: eg. 1/1/16.
3. Disbursements and counsel fees should be claimed as lump sums at the conclusion of the claim, but copies of all accounts for same must be attached and included in the overall figure claimed.
4. The description of each item should be as brief as possible but include enough detail to enable the respondent to make appropriate offers and abbreviated reasons for dispute. For example, names of solicitors etc should be provided, documents drawn or perused and their length should be identified, and the nature of attendances should be briefly described, eg on client, on witness, and their length.
5. It is expected that the completion of this Form will take account of the increases from time to time in the costs contained in the Scale. The claim is to be divided into parts that correspond to the period over which any particular percentage increase is applicable and make provision for the amount of the percentage increase to be added at the end of each part.