

SUPREMEⁱ COURT OF QUEENSLAND

REGISTRY:

NUMBER:

Plaintiffⁱⁱ

(Insert Name)

AND

[First] Defendant

(Insert Name)

AND

[Second Defendant]

(Insert Name)

COSTS STATEMENT

The party entitled to costs is:-

(party)

The party liable for costs is:-

(party)

The authority for assessment of this costs statement is:-

(details of the order, rule or Act)

The amount claimed for costs is:-

(\$ total) (full particulars follow)

If you wish to object to any items in the costs statement you must serve a Notice of Objection in Form 61, on the party entitled to costs within 21 days of service of this costs statement.

The notice must comply with the requirements of Rule 706.

If your objection relates only to a particular issue or item, the costs assessor must:

- (a) limit the assessment to the particular matters of objection; and
- (b) allow the other costs claimed.

If you do not serve a Notice of Objection in Form 61 within 21 days:

- (a) an application will be filed, returnable before the registrar, and a costs assessor will be appointed to perform a default assessment; and
- (b) the costs assessor must allow the total amount claimed, subject only to correcting obvious errors.

If the party entitled to costs has a solicitor

Acknowledging my ethical responsibility as an officer of the court, I say as follows:

- 1. I believe the costs claimed are not excessive or extravagant, but are reasonable;
- 2. I confirm that the disbursements were incurred, I believe reasonably.

Signed:

Description: (of signatory)

Dated:

COSTS STATEMENT
Filed on Behalf of the Plaintiff
Form 60A, Version 1
Uniform Civil Procedure Rules 1999
Rule 705

Name:
Address:

Phone No:
Fax No:
Email:

If the party entitled to costs does not have a solicitor

I say as follows:

1. I believe the costs claimed are not excessive or extravagant, but are reasonable;
2. I confirm that the disbursements were incurred, I believe reasonably.

Signed:

Description: *(of signatory)*

Dated:

PARTICULARS OF THE APPLICANT:

Name:

Applicant's residential or business address:

Applicant's solicitor's name:
and firm name:

Solicitor's business address:

Address for service:

Dx *(if any)*:

Telephone:

Fax:

E-mail address *(if any)*:

[If the applicant has no solicitor:

applicant's address for service:

applicant's telephone number or contact number:

applicant's fax number *(if any)*:

applicant's e-mail address *(if any)*]

Signed: *(applicant or solicitor)*

Description: *(of signatory)*

Dated:

This application is to be served on:

of:

[and on:

of:

(First respondent's name)

(First respondent's address)

(Second respondent's name)

(Second respondent's address)]

PARTICULARS OF COSTS STATEMENT

Date	Item No	Description of Item	Disbursements	Fees	Leave blank for costs assessor's use
			\$		
		ADD OUTLAYS:		\$	
		TOTAL AMOUNT CLAIMED:		\$	
		LESS REDUCTIONS (if any):		\$	
		ADD ADDITIONAL ALLOWANCES (if any):		\$	
				\$	
		ADD COSTS ASSESSOR'S FEES:		\$	
		FINAL AMOUNT ALLOWED:		\$	

Instructions for preparing a Costs Statement:

1. *The information should be divided into six (6) separate columns. List each item of work done or disbursement incurred, for which an amount is claimed as part of the costs payable, in chronological order, with each item numbered in sequence, showing the date of the item and the amount claimed. Leave the sixth column blank for the costs assessor's notations.*
2. *The columns detailing monetary amounts should be sub-totalled at the bottom of each page.*

- i. For an application in the District Court or a Magistrates Court, substitute “District Court” or “Magistrates Courts” respectively.
- ii. If the matter was commenced by way of Originating Application the heading should read “Applicant” in lieu of “Plaintiff” and “Respondent” in lieu of “Defendant”.
- iii. Use this form for costs other than under the Legal Profession Act 2007