

BILL DRAFTING PROCESS

•If the matter is not capable of settlement by way of informal negotiations then the file of papers will be immediately passed to the drafting department. We will prepare formal Bill of Costs within 10 days of passing to drafting department (time scales to be discussed with client on large quantum bills)

•Once Bill completed return the same to client to check and certify together with letter of advice.

•If proceedings already issued on the case then prepare Notice of Commencement for us to formally serve the Bill of Costs upon the Defendant. Once the signed Bill and Notice of Commencement is returned, the Bill will be formally served upon the Defendant. Drafting the pleadings to be charged at the current hourly charging rate of £109.00

•Should proceedings not have been issued, we are to prepare Part 8 proceedings in order for the client to file the same at Court. Once the Detailed Assessment Order has been made by the Court we are to prepare Notice of Commencement so that the Bill can be formally served. Drafting the pleadings to be charged at the current hourly charging rate of £109.00.

•Upon receipt of the Defendant's Points of Dispute, we are to prepare Replies to the Points of Dispute within three weeks of receiving the same. We are also to deal with any further offers made by the Defendant since service of the Bill of Costs. We are to revert to client in respect of any increased offers made/further advices.

•Should settlement not be achieved within 4 weeks from serving the Points of Reply, we shall prepare Form N258 (Request for Detailed Assessment Hearing) together with the relevant enclosures in order for client to lodge the same at Court. To diary the hearing date once received from the Court. To attend the detailed assessment hearing on behalf of client. Preparation, attendance and travelling to be charged at the current hourly charging rate of £144.00.

•To deal with any orders made by the Court and to comply with any directions made.