

***This Circular has been superceded by HMG Circular 1 of 2015.***

**Bill of Costs (HMD Supplementary Circular No. 7/2011, dated 26 August 2011)**

HMD Circular No 3/2011 relates to costs, including taxation. This circular supplements HMD Circular No 3/2011 and provides clarification on some of the items in a Bill of Costs submitted for a taxation hearing.

Rule 73(1) provides that where the Registrar has awarded party and party costs and the party wishes to have the costs taxed by the Registrar, the party shall, within one month from the date of the award of costs, apply for the costs to be taxed by filing a copy of the bill of costs with the Registrar and send at the same time a copy of the bill of costs to every other person having an interest in the taxation proceedings.

Rule 73(2) provides that every bill of costs shall set out the following items:

- (a) the work done in the cause or matter;
- (b) all disbursements made in the cause or matter;
- (c) the sum claimed for each item; and
- (d) in chronological order and with dates, all events in the cause or matter which are relevant.

Any party on whom a copy of the bill of costs has been served shall, if he wishes to dispute the bill or any part thereof, within one month from the receipt of the copy of the bill, mark the copy in accordance with rule 73(5) and send copies of the marked copy to the Registrar and the party requesting for taxation – see rule 73(4).

Rule 73(5) provides that the marking of a copy of a bill of costs shall be effected by writing on the right hand margin against each item the word "Agree" if the party concerned agrees with the costs claimed for that item, or the word "Disagree" if the party concerned disagrees with the costs claimed for that item.

**A. COST ITEMS**

Where parties have agreed on a particular costs item in the bill of costs, the Registrar will not intervene in relation to that item and will award the quantum as agreed between the parties.

In the event that parties disagree in relation to a particular item claimed, the Registrar will award an amount for the item having regard to the Fourth Schedule as well as to the particular circumstances of the case.

## **B. DISBURSEMENTS**

Similarly, where parties have agreed on a particular item claimed, the Registrar will not intervene in relation to that item and will award the quantum as agreed between the parties.

In the event that parties disagree in relation to a particular item claimed, the Registrar will only award claims which are reasonable. Generally, standard claims which are substantiated with receipts will be awarded.