

Notice of provisional assessment (general form)

Name of court	Claim No.
Name of Claimant (including ref.)	
Name of Defendant (including ref.)	

To [Claimant] [Defendant] [’s Legal Representative]



Take notice that

the receiving party’s bill of costs in this action has been provisionally assessed and is returned with this notice.

Any party wishing to challenge any aspect of the provisional assessment must within 21 days of receipt of this notice file and serve on all other parties a written request for an oral hearing. The request must identify the items in the court’s provisional assessment for which a review is sought, and provide a time estimate. If no such request is filed within that period, the provisional assessment will be binding on the parties, save in exceptional circumstances.

On receipt of such a request for an oral hearing the court will fix a date for the hearing and notify all parties who are entitled to be heard.

Your attention is drawn to PD47 14.4.

Further it is ordered that

1. The costs payable in respect of this provisional assessment are assessed in the sum of £
2. In the event that the parties accept the provisional assessment then the receiving party shall file the completed bill within 14 days after receipt of this notice.