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| --- | --- | --- | --- |
| **Hearing Return Date** (Court Use Only) |  | | |
| **Proceeding number:** |  | | |
| **Estimated time required for taxation hearing:** |  | | |
| **Summary of Order for taxation or agreement**  Provide a short summary of the Order or agreement or Rule that establishes the entitlement for costs. |  | | |
| **A Short Summary of the principal litigation or Austlii reference to the decision of the Court** |  | | |
| **Who is bringing the application?**  Party type and name of party. |  | | |
| **Amount of costs claimed**  The amount of professional charges and disbursements claimed in the bill of costs | **Professional charges**  **$** | **Disbursements**  **$** | **Total**  **$** |
| **Any reason why the matter should be referred to a Callover – i.e. Self-represented Litigant as applicant or respondent.**  **Any other relevant matter.** |  | | |
| **Whether the matter likely to be Opposed / Unopposed / Ex-Parte / or by Consent?** |  | | |
| **Details of Respondent’s legal practitioner if known** |  | | |
| **Applicant’s Firm name:** |  | | |
| **Practitioner with conduct:** |  | | |
| **Costs Lawyer or Consultant who drew the bill** |  | | |
| **Direct telephone number:** |  | | |
| **Email address:** |  | | |
| **Unavailable mediation/hearing date/s (if any):**  List any dates within two months of the filing date that the filing party is **not** available |  | | |
| **Date and signature** |  | | |

COSTS COURT   
Party Party Taxation Information Form