

COURT OF APPEAL (CRIMINAL DIVISION)
BILL OF COSTS
FOR TAXATION BY REGISTRAR

CRIMINAL APPEAL REFERENCE NO:

Regina v	Representation Order granted by lower Court	<input type="checkbox"/>
Messrs	Representation Order granted by Court of Appeal dated	<input type="checkbox"/>
of	Prosecution costs against Appellant	<input type="checkbox"/>
Ref	Appellant/Prosecution costs from central funds	<input type="checkbox"/>
V.A.T. No		

PLEASE READ NOTES ON PAGE 4 IMMEDIATELY

Solicitors should send with the Bill of Costs:- (a) The Brief and any instructions to and advice from Counsel: (b) The file of correspondence and record of attendances: (c) Details of all Disbursements and Accounts where appropriate.

DO NOT ENCLOSE COPY STATEMENTS OR EXHIBITS

In Representation Order cases no item in this Bill should relate to work undertaken prior to the date of conviction or sentence in the Crown Court, or prior to the date from which a Representation Order was granted in the Court of Appeal.

**THIS BILL MUST BE COMPLETED IN BLACK INK OR BE TYPEWRITTEN
FOR PHOTOGRAPHIC PURPOSES**

1. PREPARATION OF APPLICATION FOR LEAVE TO APPEAL AND/OR APPEAL – PREPARATION AND CONSIDERATION OF DOCUMENTS.

Documents/Prepared considered (state nature and specify)	Status of Fee Earner ie Sen Sol, Sol Sen L Ex, Sen Clk, L Ex, or Art Clk	Date Work Undertaken	Time Taken Hrs Mins	Claimed £ p	Allowed £ p
			C.F.		

2. PREPARATION OF APPLICATION FOR LEAVE TO APPEAL AND/OR APPEAL – ATTENDANCES

PERSON INTERVIEWED [State name and whether client (c) or witness (w) and if alibi, factual, expert etc] and reasons for interview	Status of Fee Earner ie Sen Sol, Sol Sen L Ex, Sen Clk, L Ex, or Art Clk	Date Work Undertaken	Time Taken Hrs Mins	Claimed £ p	Allowed £ p
<p>Brought forward from page 1</p> <p>The necessity for an interview with the client, in the prison or other place must depend upon the difficulty of the case.</p> <p>Travelling time to be shown separately.</p> <p>Show location of interviews.</p> <p>CONFERENCES [State purpose, Conferences held at Court should not be included here].</p> <p>LETTERS (Routine)</p> <p>TELEPHONE CALLS (Routine)</p> <p>LETTERS/ CALLS (Non routine but part of preparation)</p> <p>NOTE Petty disbursements such as telephone charges, postage, etc form part of the overheads and should NOT be claimed.</p>					
Totals carried forward to Summary on page 3					

State below any unusual features of the case or any particular problems that were experienced in preparation which contributed materially to weight or difficulty.

2. CONDUCT OF APPLICATION FOR LEAVE TO APPEAL AND/OR APPEAL AT COURT - ATTENDANCES

PURPOSE [Specify as appn for bail, hearing etc. conferences at Court are normally included in the daily fee unless they represent material progress: please specify]	Status of Fee Earner ie Sen Sol, Sol Sen L Ex, Sen Clk, L Ex, or Art Clk	Date Work Undertaken	Time Taken Hrs Mins	Claimed £ p	Allowed £ p
Court Attendances (Travelling time to be shown separately)					
Totals carried down to Summary below:					
				CLAIMED £ p	ALLOWED £ p
SUMMARY					
B/f from page 2 – PREPARATION OF APPLICATION FOR LEAVE TO APPEAL AND/OR APPEAL					
B/d from above CONDUCT OF APPLICATION FOR LEAVE TO APPEAL AND/OR APPEAL AT COURT					
DISBURSEMENTS LIABLE TO V.A.T. [please specify]					
(a) Travelling expenses [identified by reference to parts 1 and 3]					
Miles @					
Rail fare					
(b) Other disbursements					
TOTAL for V.A.T. purposes					
V.A.T.					
DISBURSEMENTS NOT LIABLE TO V.A.T. [eg agency work]					
Please specify and include vouchers					
TOTAL CLAIMED AND ALLOWED					

Determining Officer:

DATE:

COURT OF APPEAL – CRIMINAL DIVISION

IMPORTANT – PLEASE READ IMMEDIATELY

1. Where work of an exceptional nature is contemplated, or where the expenses will be heavy eg in travelling a long distance for a conference, it will be wise to consult the Registrar beforehand as to whether the work or the expense is likely to be regarded as reasonable.

IF IN ANY DOUBT, DO PLEASE CHECK FIRST.

2. Appeals against Sentence: It is very rare that the Court grants Representation Order to solicitors – it is normally confined to Counsel only. The Representation Order issued by the lower court will cease to have effect once advice on appeal has been given (see regulation 2).
3. Appeals against Conviction: Although Representation Order to Solicitors is granted more frequently than in appeals against Sentence, it is still only granted in a small minority of cases: see note 2 above.
4. If Representation Order is granted to solicitors to cover attendance at the appeal hearing, consideration should be given to the instruction of solicitor agents if the cost of travel will be heavy.
5. Typing and Photocopying: these items are not normally allowed on taxation – if copies of Committal documents, transcripts etc are considered necessary, you should consult the Registrar before undertaking any expense.
6. A claim must be submitted within 3 months of the conclusion of the proceedings to which the Representation Order relates (Para 11, Schedule 1). No claim can be considered after this unless an extension of time is granted (Para 23, Schedule 1).
7. Reminders: Where
 - (a) there are special circumstances, which should be drawn to the attention of the appropriate authority, the solicitor must specify them;
 - (b) the solicitor claims that paragraph 4 of schedule 2, part 1 (ie enhanced rates) should be applied in relation to an item of work, he must give full particulars in support of the claim (Para 11, Schedule 1).