

Standard Claim Form
for Opposite Party Claiming Costs Against Legal Aid

Court Action No. : _____

Legal Aid Reference No. : _____

Name of Aided Person : _____ (_____)
(中文姓名)

Date of Legal Aid Certificate : _____

A. General Information

1. Relevant Costs Orders (please provide copy orders) / Notice of Acceptance of Sanctioned Payment (if applicable)

- (i)
- (ii)
- (iii)

2. Fee Earners' Rates of Charge per hour:

	<u>Name of Solicitor</u> <u>(and abbreviation)</u>	<u>Hourly Rate</u>	<u>Year of Admission</u>
1.			
2.			
3.			

	<u>Other Fee Earners</u> <u>(and abbreviation)</u>	<u>Hourly Rate</u>
1.	Trainee Solicitor (TS)	
2.	Legal Executive (LE)	
3.	Litigation Clerk (LC)	
4.	Costs Clerk (LCC)	
5.	Law Costs Draftsman (LCD)	

B. Manual Work

1. Photocopy charges : _____ pages \$ _____

2. Attendance by LC : for filing \$ _____ x time(s) = \$ _____
for serving \$ _____ x time(s) = \$ _____

C. Communications Including Conferences, Telephone Calls and Letters

1. Attendance on Receiving Party

a) Conference(s)

Date Time spent Fee Earner

b) Telephone call(s)

Date Time spent Fee Earner

c) Letter(s) written

Date Time spent Pages involved Fee Earner

d) Letter(s) received

Date Time spent Pages involved Fee Earner

Sub-total of C1: \$ _____

2. Attendance on Counsel

a) Conference(s)

Date Time spent Fee Earner

b) Telephone call(s)

Date Time spent Fee Earner

c) Letter(s) written

Date Time spent Pages involved Fee Earner

d) Letter(s) received

Date Time spent Pages involved Fee Earner

Sub-total of C2: \$ _____

3. Attendance on assigned solicitor for the aided person

a) Conference(s)

<u>Date</u>	<u>Time spent</u>	<u>Fee Earner</u>
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b) Telephone call(s)

<u>Date</u>	<u>Time spent</u>	<u>Fee Earner</u>
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c) Letter(s) written

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C3: \$ _____

4. Attendance on other parties (please specify e.g. mediator, expert)

a) Conference(s)

<u>Date</u>	<u>Time spent</u>	<u>Fee Earner</u>
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b) Telephone call(s)

<u>Date</u>	<u>Time spent</u>	<u>Fee Earner</u>
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c) Letter(s) written

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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d) Letter(s) received

<u>Date</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Fee Earner</u>
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Sub-total of C4: \$ _____

D. Professional Work

1. Preparation of Documents :

	<u>Nature of Documents</u>	<u>Fee Earner</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Profit costs</u>
(i)	_____	_____	_____	_____	\$ _____
(ii)	_____	_____	_____	_____	\$ _____
(iii)	_____	_____	_____	_____	\$ _____
(iv)	_____	_____	_____	_____	\$ _____
				Sub-total:	\$ _____

2. Perusal of Documents :

	<u>Nature of Documents</u>	<u>Fee Earner</u>	<u>Time spent</u>	<u>Pages involved</u>	<u>Profit costs</u>
(i)	_____	_____	_____	_____	\$ _____
(ii)	_____	_____	_____	_____	\$ _____
(iii)	_____	_____	_____	_____	\$ _____
(iv)	_____	_____	_____	_____	\$ _____
				Sub-total:	\$ _____

3. Preparation of hearing (please provide index of the documents) :

	<u>Nature of Documents</u>	<u>Fee Earner</u>	<u>Time spent</u>	<u>Profit costs</u>
(i)	_____	_____	_____	\$ _____
(ii)	_____	_____	_____	\$ _____
(iii)	_____	_____	_____	\$ _____
				Sub-total: \$ _____

4. Hearing including call-over and interlocutory application (s):

	<u>Date of Hearing / Call-over</u>	<u>Fee Earner</u>	<u>Time spent</u>	<u>Profit costs</u>
(i)	_____	_____	_____	\$ _____
(ii)	_____	_____	_____	\$ _____
(iii)	_____	_____	_____	\$ _____
(iv)	_____	_____	_____	\$ _____
				Sub-total : \$ _____

E. General care and conduct

<u>Fee Earner</u>	<u>Time claimed</u>	<u>Profit costs</u>
		\$
		\$
	Sub-total:	\$ _____

F. Others**G. Total time and costs claimed by the following Fee Earners for C to F**

	<u>Fee Earner</u>	<u>Total time</u>	<u>Hourly rate</u>	<u>Total Amount claimed</u>
1.		x \$	/hr.	
2.		x \$	/hr.	
3.		x \$	/hr.	
4.		x \$	/hr.	
5.		x \$	/hr.	
			Total:	\$ _____

H. Counsel

(please provide copy fee notes)

	<u>Name of Counsel</u>	<u>Year of call in HK (or overseas, if applicable)</u>	<u>Particulars of Work</u>	<u>Date of Work Done</u>	<u>Pages involved (if applicable)</u>	<u>Hours used</u>	<u>Amount claimed</u>
1.							\$
2.							\$
3.							\$
						Sub-total:	\$ _____

I. Experts

(please provide copy fee notes)

	<u>Name of Expert</u>	<u>Areas of Expertise</u>	<u>Date of Work Done</u>	<u>Particulars of Work Done</u>	<u>Hourly Rate claimed, if applicable</u>	<u>Amount claimed</u>
1.						\$
2.						\$
3.						\$
					Sub-total:	\$ _____

J. Mediator

(please provide copy fee notes)

	<u>Name of Mediator</u>	<u>Date of Work Done</u>	<u>No. of Hours used</u>	<u>Amount claimed</u>
1.				\$
2.				\$
3.				\$
				Sub-total: \$ _____

K. Other Disbursements

(please provide copy fee notes)

	<u>Particulars</u>	<u>Amount claimed</u>
1.		\$
2.		\$
3.		\$
		Sub-total: \$ _____

Total costs and disbursements claimed : (B) + (G) + (H) + (I) + (J) + (K) = \$

Signed by Opposite Claiming Party: _____

Date : _____