### Standard Claim Form

## for Opposite Party Claiming Costs Against Legal Aid

		Court Actio	on No.		Special times direction to splitted & Shi to manitosion				
Le	gal A	Aid Reference	No.	:					
Na	me (	of Aided Perso	n					(	)
Da	ite oi	f Legal Aid Ce	rtificate	*				(中文	姓名)
A.	<u>Ge</u>	neral Informa	<u>ition</u>						
	1.	Relevant Cost Sanctioned Pa		-	le copy	orders) / No	tice of A	cceptance	of
		(i) (ii) (iii)							
	2.	Fee Earners' I	Rates of C	Charge per hou	ır:				
				Solicitor reviation)		Hourly Rate	<u>2</u>	Year of Ac	lmission
		*							
		2. 3.							
		J.	Other Fe	e Earners		Hourly Rat	e		
			(and abb	reviation)		Angeles amount all the registery and date und under the grant All Angeles amount and was seen to the	arrigine.		
				licitor (TS)					
				utive (LE)					
			**	Clerk (LC)					
			osts Clerk						
		5. L	aw Costs	Draftsman (L	CD)				
В.	<u>Ma</u>	anual Work							
	1.	Photocopy c	harges :	•		pages	\$		
	2.	Attendance l	_	for filing	\$	X	time(s)	= \$	
			*	for serving	8		time(s)		evonesta de la companiona

# C. Communications Including Conferences, Telephone Calls and Letters

		endance on Recei	ving Party		
	a)	Conference(s) <u>Date</u>	Time spent	Fee Earner	
	b)	Telephone call(s) <u>Date</u>	Time spent	Fee Earner	
	c)	Letter(s) written <u>Date</u>	Time spent	Pages involved	Fee Earner
		Date	Time spen	1 ages my orved	<u>reconstitut</u>
	d)	Letter(s) received			
		<u>Date</u>	Time spent	Pages involved	Fee Earner
				Sub-total of C1:	\$
2.	Att	endance on Couns	sel		
	a)	Conference(s) <u>Date</u>	Time spent	Fee Earner	
	b)	Telephone call(s) <u>Date</u>	Time spent	Fee Earner	
			uuri muuninjajain arenden maalam <mark>aa</mark> n een sõimistet teene	age constitution and the const	
	c)	Letter(s) written	Time quant	Dagga involved	Ess Comor
		<u>Date</u>	Time spent	Pages involved	Fee Earner
	d)	Letter(s) received	i		
		<u>Date</u>	<u>Time spent</u>	Pages involved	Fee Earner
				Sub-total of C2:	\$

3.	Att	endance on assign	ed solicitor for the a	aided person	
	a)	Conference(s)			
		<u>Date</u>	Time spent	Fee Earner	
	h)	Telephone call(s)			
	ν)	Date	Time spent	Fee Earner	
		And the Control of th	•		
	60	Tattou(a) wwitton			
	C)	Letter(s) written	Time and	Danca involved	Eas Earner
		<u>Date</u>	Time spent	Pages involved	Fee Earner
	d)	Letter(s) received	1		
		<u>Date</u>	Time spent	Pages involved	Fee Earner
				Sub-total of C3:	\$
4	<b>A</b>			oifi o a modiatan an	
4.		Conference(s)	r parties (piease spe	cify e.g. mediator, ex	pert)
	aj	<u>Date</u>	Time spent	Fee Earner	
		ALCO LANCE OF			
	b)	Telephone call(s)		an an	
		Date	Time spent	Fee Earner	
	c)	Letter(s) written			
		<u>Date</u>	Time spent	Pages involved	Fee Earner
	d)	Letter(s) received			
		<u>Date</u>	Time spent	Pages involved	Fee Earner
				Sub-total of C4:	\$

## D. Professional Work

### 1. Preparation of Documents:

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

#### 2. Perusal of Documents:

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

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

	Nature of Documents	Fee Earner	Time spent	Profit
			Spent	COSTS
(i)				\$
(ii)				\$
(iii)				\$
		A 444	Sub-total:	\$

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

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

### E. General care and conduct

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

### F. Others

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

	Fee Earner	Total time	Hou	rly rate	Total Amount claimed
1.			x \$	/hr.	
2.			x \$	/hr.	
3.			x \$	/hr.	
4.			x \$	/hr.	
5.			x \$	/hr.	
				Total:	\$

### H. Counsel

(please provide copy fee notes)

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

I.	Experts
及中	

(please provide copy	v fee	notes)
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	Name of Expert	Areas of Expertise	Date of Work <u>Done</u>	Particulars of Work Done	Hourly Rate claimed, if applicable	Amount claimed
1.						\$
2.						\$
3.						\$
					Sub-total:	\$

#### J. Mediator

(please provide copy fee notes)

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

### K. Other Disbursements

(please provide copy fee notes)

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

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

Signed by Opposite Claiming Party:

Date: