

Sample B

Sample bill of costs for contentious business other than trials

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

Originating Summons No. _____ of 20____
Bill of Costs No. _____ of 20____

GST Reg. No. (solicitors for plaintiff): 12345
GST Reg. No. (Plaintiff): 67890 (20%)

Between

AAA

..... Plaintiff

And

BBB

..... Defendant

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Applicant: Solicitors for Plaintiff
Nature of bill: Party and party
Basis of taxation: Standard basis
Basis for taxation: Judgment dated _____ ordering Defendant to pay the Plaintiff's costs.

Section 1: Work done other than for taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
1.	The claim		
1.1	Nature of claim	For injunction under section 32(10) of the Building Maintenance and Strata Management Act 2004.	
2.	Application / Proceedings		
2.1	Nature of application or proceedings for taxation	Application for mandatory injunction against subsidiary proprietor to remove encroachments onto common property in breach of bye-laws by the management corporation.	
3.	Interlocutory attendances		

3.1	Interlocutory applications - costs fixed by court	Not applicable.	
3.2	Interlocutory applications – costs not fixed by court	SIC 123/04: Plaintiff's application for substituted service. Order in terms with costs in the cause.	Order given on [date].
3.3	Appeals to District Judge in chambers	Not applicable.	
3.4	Other attendances	Not applicable.	
4.	Hearing		
4.1	Number of days/hours and date(s) of hearing	Number of days/hours fixed: Half day Number of days/hours of actual hearing: 3 hours Date of hearing: 24 May 2005	
4.2	Documents (apart from written submissions and authorities)	Plaintiff: 3 affidavits filed (total 60 pages including 10 exhibits). Defendant: 2 affidavits filed (total 30 pages including 6 exhibits).	
4.3	Witnesses (if any)	Not applicable.	
4.4	Written submissions	Plaintiff: 30 pages Defendant: 25 pages	
4.5	Authorities cited	Plaintiff: 8 cases Defendant: 4 cases	
4.6	Orders made	Mandatory injunction granted requiring Defendant to remove encroachment onto common property in breach of bye-laws. Defendant to pay Plaintiff's costs.	
4.7	Other post-hearing filings	Not applicable.	
5.	Complexity of case		
5.1	Legal issues	Whether the Plaintiff is entitled to a mandatory injunction against the Defendant requiring the Defendant to remove encroachments onto common property in breach of bye-laws of the management corporation.	
5.2	Factual issues	Whether there was a breach of the bye-laws.	

5.3	Complexity	Question of fact whether there was encroachment onto the common property.	
5.4	Grounds of decision	30 pages. In particular, District Judge commented on the complexity of case or novelty of issues at paragraph [highlight relevant paragraphs in the grounds of decision]. 5 authorities cited in the grounds.	
6.	Urgency and importance to client		
6.1	Urgency	Breach is continuing.	
6.2	Importance to client	To deter other subsidiary proprietors against breach of bye-laws.	
6.3	Amount involved	Not applicable.	
7.	Time and labour expended		
7.1	Number of letters/ faxes/emails exchanged between the parties	Plaintiff to Defendant: 15 Defendant to Plaintiff: 10 Plaintiff to court: 2	
7.2	Number of letters/ faxes/emails to client	30	
7.3	Meetings with opposing counsel	Not applicable.	
7.4	Time spent	40	
7.5	Others	Not applicable.	
8.	Counsel and solicitors involved		
8.1	Counsel and solicitors	Plaintiff: Mr ABC, 15 years standing Defendant: Ms GHI, 10 years standing	
8.2	Certificate of more than 2 counsel	No.	
9.	Costs claimed		

9.1	Amount claimed	[Please refer to the sample used for trials and modify as appropriate.]	
Section 2: Work done for taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
10.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending taxation and drawing up Registrar's certificate.	
11.	Amount claimed	[Please refer to the sample used for trials and modify as appropriate.]	
Section 3: Disbursements			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
12.	15/5/04	<u>Disbursements on which GST is not chargeable</u> Originating Summons (court fee): \$ xxx	
13.	15/5/04	Affidavit (court fee): \$ yyy	
		<u>Disbursements on which GST is chargeable</u> [State nature of disbursement and amount claimed.]	
[]	xxxx	Total amount claimed for disbursements on which GST is not chargeable: \$ <i>aaa</i>. Total amount claimed for disbursements on which GST is chargeable: \$ <i>bbb</i> [Please refer to the sample used for trials and modify as appropriate.]	
Summary			
		Total claimed for bill: [Please refer to the sample used for trials and modify as appropriate.]	

Dated this day of 20 .

Solicitors for