

BETWEEN:

[Appellant's / Plaintiff's full name]  
Appellant/Plaintiff

and

10

[Respondent's / Defendant's full name]  
Respondent/Defendant

### BILL OF COSTS

The costs of the [party] to be taxed pursuant to the order of [state by whom made and the date on which the order was made].

- 20 I hereby request that a taxing officer, in the absence of the parties and without making any determination on any individual item on the bill, make an estimate on the approximate amount of professional charges and disbursements that, in the opinion of the taxing officer, would be allowed if the bill of costs were taxed.<sup>1</sup>

No.	Date	Item No. <sup>2</sup>	Item Detail	Disbursements	Charges	Taxed Off <sup>3</sup>
1.	<i>date</i>		<i>Description of work</i>	<i>\$amount</i>	<i>\$amount</i>	
2.				\$	\$	
3.				\$	\$	
4.				\$	\$	
5.				\$	\$	
6.				\$	\$	
7.				\$	\$	
8.				\$	\$	
			<b>Sub total</b>	<b>\$</b>	<b>\$</b>	

<sup>1</sup> Request for an estimate of costs pursuant to Part 57 of the High Court Rules.

<sup>2</sup> Refers to the item number in the scale of costs.

<sup>3</sup> For the use of the Taxing Officer.

[Firm name]  
[Address for service]

Telephone: [number]  
Fax: [number]  
Email: [email address]  
Ref: [contact name]

<b>Summary</b>	<b>Disbursements</b>	<b>Charges</b>	<b>Taxed Off</b>
Page 1	\$	\$	
Page 2	\$	\$	
	<b>\$ (total disbursements)</b>	<b>\$ (total charges)</b>	<b>\$ (total taxed off)</b>
<b>Add disbursements:</b>		<b>\$</b>	
<b>SUB-TOTAL:</b>		<b>\$<sup>4</sup></b>	
<b>Subtract amount taxed off:</b>		<b>\$</b>	
<b>SUB-TOTAL</b>		<b>\$<sup>5</sup></b>	
<b>Add taxing fee:</b>			
<b>Taxed and allowed at:</b>			

I certify that the additions contained in this bill of costs are correct.

.....(signed).....  
[Name of party's solicitor]

<sup>4</sup> Total claimed in the bill of costs including disbursements.

<sup>5</sup> Total of bill of costs less the amount taxed off.