

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

In the matter of

SAMPLE BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

Applicant: Solicitors for ABC
Nature of bill: Solicitor and client
Basis of taxation: Indemnity basis
Basis for taxation: Pursuant to the written consent from the client vide letter dated []
annexed hereto under section 120(3) of the Legal Profession Act

Section 1: Work done other than for taxation			
No.	Item	Description	Remarks
1.	The work done		
1.1	Nature of work	Advice on client's claim for access to grandchild.	
1.2	Scope of brief (including relevant court orders, if any)	To ascertain the relationship and background between client and parents of child and to give advice on what remedies are available to client.	
1.3	Period of work	From 5 June 2014 to 30 August 2014.	
2.	Complexity of matter		
2.1	Legal issues	Whether client has a right claim for access.	
2.2	Factual issues	What was the longstanding arrangement and relationship between client and grandchild.	
2.3	Complexity	Mother of the child has a pending PPO application against the client.	
2.4	Amount involved	Not applicable	
3.	Time and labour expended		

3.1	Number of letters/ faxes/emails exchanged with others	4 letters to parents of the child 2 letters from parents of the child	
3.2	Number of letters/ faxes/emails to client	20 emails from applicant to client. 20 emails from client to applicant.	
3.3	Meetings with client	2 meetings: 1 hour on [date]. 2 hours on [date].	
3.4	Meetings with other parties (by class)	Not applicable.	
3.5	Documents (including legal opinions)	Draft Pleadings - 6 pages Opinion – 3 pages	
3.6	Time spent	10 hours	
3.7	Other relevant work	Not applicable.	
4.	Counsel and solicitors involved		
4.1	Solicitor	Mr GHI, 18 years standing	
5.	Costs claimed		
5.1	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>
6.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending taxation and drawing up Registrar's certificate.	
7.	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>

8.	xxxx	<u>Disbursements on which GST is not chargeable</u> [Nature of each disbursement and the amount claimed.]	
9.	xxxx	<u>Disbursements on which GST is chargeable</u> [Nature of each disbursement and the amount claimed.]	
10.	-	Total amount claimed: \$ ____ [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 .

[Applicant].

To: