

SHORT TITLE	CASE NUMBER:
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MEMORANDUM OF COSTS (WORKSHEET)

1. Filing and motion fees

	<u>Paper filed</u>	<u>Filing fee</u>
a. _____	\$	_____
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
g. <input type="checkbox"/> Information about additional filing and motion fees is contained in Attachment 1g.		

TOTAL 1. \$

2. Jury fees

	<u>Date</u>	<u>Fee & mileage</u>
a. _____	\$	_____
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. <input type="checkbox"/> Information about additional jury fees is contained in Attachment 2e.		

TOTAL 2. \$

3. Juror food: \$ _____ and lodging: \$ _____

TOTAL 3. \$

4. Deposition costs

	<u>Name of deponent</u>	<u>Taking</u>	<u>Transcribing</u>	<u>Travel</u>	<u>Videotaping</u>	<u>Subtotals</u>
a.	_____	\$	\$	\$	\$	\$
b.	_____	\$	\$	\$	\$	\$
c.	_____	\$	\$	\$	\$	\$
d.	_____	\$	\$	\$	\$	\$
e. <input type="checkbox"/> Information about additional deposition costs is contained in Attachment 4e.						

TOTAL 4. \$

(Continued on reverse)

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5. Service of process

	<u>Name of person served</u>	<u>Public officer</u>	<u>Registered process</u>	<u>Publication</u>	<u>Other</u>	<u>(specify)</u>
a.	_____	\$ _____	\$ _____	\$ _____	\$ _____	_____
b.	_____	\$ _____	\$ _____	\$ _____	\$ _____	_____
c.	_____	\$ _____	\$ _____	\$ _____	\$ _____	_____
d.	<input type="checkbox"/> Information about additional costs for service of process is contained in Attachment 5d.					

TOTAL 5. \$ **6. Attachment expenses (specify):**6. \$ **7. Surety bond premiums (itemize bonds and amounts):**7. \$ **8. a. Ordinary witness fees**

	<u>Name of witness</u>	<u>Daily fee</u>	<u>Mileage</u>	<u>Total</u>
(1)	_____	_____ days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 80px;" type="text"/>
(2)	_____	_____ days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 80px;" type="text"/>
(3)	_____	_____ days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 80px;" type="text"/>
(4)	_____	_____ days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 80px;" type="text"/>
(5)	_____	_____ days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 80px;" type="text"/>

(6) ☐ Information about additional ordinary witness fees is contained in Attachment 8a(6).SUBTOTAL 8a. \$

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8. b. **Expert fees** (per Code of Civil Procedure section 998)

Name of witness	Fee	
(1) _____	_____ hours at \$ _____ /hr	\$ _____
(2) _____	_____ hours at \$ _____ /hr	\$ _____
(3) _____	_____ hours at \$ _____ /hr	\$ _____
(4) _____	_____ hours at \$ _____ /hr	\$ _____
(5) <input type="checkbox"/> Information about additional expert fees is contained in Attachment 8b(5).		

SUBTOTAL 8b. \$ _____

c. **Court-ordered expert fees**

Name of witness	Fee	
(1) _____	_____ hours at \$ _____ /hr	\$ _____
(2) _____	_____ hours at \$ _____ /hr	\$ _____
(3) <input type="checkbox"/> Information about additional court-ordered expert fees is contained in Attachment 8c(3).		

SUBTOTAL 8c. \$ _____

TOTAL (8a, 8b, & 8c) 8. \$ _____

9. **Court-ordered transcripts** (specify):

9. \$ _____

10. **Attorney fees** (enter here if contractual or statutory fees are fixed without necessity of a court determination; otherwise a noticed motion is required):

10. \$ _____

11. **Court reporter fees** (as established by statute)

- a. (Name of reporter): _____ Fees: \$ _____
- b. (Name of reporter): _____ Fees: \$ _____
- c. ☐ Information about additional court-reporter fees is contained in Attachment 11c.

TOTAL 11. \$ _____

12. **Interpreter fees**

- a. Fees of a certified or registered interpreter for the deposition of a party or witness
 (Name of interpreter): _____ Fees: \$ _____
 (Name of interpreter): _____ Fees: \$ _____
- b. Fees for a qualified court interpreter authorized by the court for an indigent person represented by a qualified legal services project or a pro bono attorney
 (Name of interpreter): _____ Fees: \$ _____
 (Name of interpreter): _____ Fees: \$ _____
- c. ☐ Information about additional court-reporter fees is contained in Attachment 12c.

TOTAL 12. \$ _____

13. **Models, enlargements, and photocopies of exhibits** (specify):

13. \$ _____

14. **Fees for electronic filing or service of documents through an electronic filing service provider**
 (enter here if required or ordered by the court):

14. \$ _____

15. **Other** (specify): _____

15. \$ _____

TOTAL COSTS	\$ _____
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(Additional information may be supplied on the reverse)

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