**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

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| Main Case No.: FC/OAD 1/2024  Bill of Costs No.: Enter no. here  GST Reg. No. (solicitors for Applicant): 12345  GST Reg. No. (Applicant): 67890 (100%) | Between  ABC  SxxxxxxxX  … Applicant(s)  And  DEF  SxxxxxxxX  … Respondent(s) |

**SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS – TRIALS**

Applicant: Solicitors for the Applicant

Nature of bill:  Party-and-party bill  Solicitor-and-client bill

Basis of assessment:  Standard basis  Indemnity basis

Basis for assessment: Judgment dated [Enter date here] ordering Respondent to pay Applicant’s costs

### Section 1: Work done except for assessment of costs

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| **No.** | **Item** | **Description** | **Remarks** |
| **1.** | **The claim** | | |
| 1.1 | Nature of claim | Divorce |  |
| **2.** | **Pleadings / Applications** | | |
| 2.1 | Originating Application | 20 pages |  |
| 2.2 | Reply & cross-application | 15 pages |  |
| 2.3 | Reply to cross-application | 10 pages |  |
| 2.4 | Relief claimed | Applicant’s claim:   * Divorce based on Respondent’s unreasonable behaviour   Respondent’s claim:   * Divorce based on Applicant’s unreasonable behaviour |  |
| 2.5 | Affidavits deemed or ordered to stand as pleadings (if applicable) | Not applicable |  |
| **3.** | **Interlocutory attendances** | | |
| 3.1 | Interlocutory applications - costs fixed by Court | 1. SUM 123/2024: Applicant’s application for disclosure on [date]. 2 affidavits filed (total 25 pages including 4 exhibits). Costs awarded to Applicant fixed at $500.  2. SUM 234/2024: Respondent’s application for disclosure. 1 affidavit filed (10 pages including 2 exhibits). No order on application with no order on costs. | 20 disclosure items requested and 15 successful.  Hearing before Assistant Registrar ABC for 1 hour on [date].  Hearing before Assistant Registrar ABC for 1 hour on [date]. |
| 3.2 | Interlocutory applications – costs not fixed by Court | 1. SUM 345/2024: Applicant’s without notice application for interlocutory injunction on [date]. 2 affidavits filed (total 100 pages including 10 exhibits). Written submissions of 20 pages with 7 cases cited. Order in terms with costs in the cause.  2. SUM 456/2024: Applicant’s summons for further affidavit. Orders made. | Hearing before District Judge ABC from 5.15pm to 6.30pm on [date].  Heard together with Case Conference on [date]. |
| 3.3 | Appeals to District Judge in Chambers | FC/RA 123/2024: Appeal on Applicant’s disclosure application. Appeal dismissed with costs fixed at $800 to the Applicant. | Hearing before District Judge ABC from 9.30am to 10.30am on [date]. |
| 3.4 | Case conference(s) | 4 Case Conferences on [dates]. | By consent application for extension of time to exchange First Ancillary Affidavit with costs in the cause heard during Case Conference on [date]. |
| 3.5 | Other attendances | Not applicable | Not applicable |
| **4.** | **Disclosure / Production of documents** | | |
| 4.1 | Number of lists of documents, if applicable | Not applicable |  |
| 4.2 | Total number of documents disclosed | Applicant: 55 documents, 800 pages  Respondent: 40 documents, 300 pages | Overlap of 234 pages |
| **5.** | **Trial** | | |
| 5.1 | Opening statement | Applicant: 8 pages  Respondent: 6 pages |  |
| 5.2 | Number of days and date(s) of trial | Number of days fixed: 5 days  Number of days of actual hearing: 4 days  Dates of trial: 3-4 April 2024, 24-25 April 2024 | Parties negotiated on the 1st day and dispensed with 2 witnesses. |
| 5.3 | Affidavits of evidence-in-chief – text and exhibits | Applicant: 3 affidavits   * 50 pages of text * 30 exhibits running to 500 pages   Respondent: 2 affidavits   * 40 pages of text * No exhibits, affidavits cross-reference to agreed bundle of documents; 20 documents referred to in the affidavits. | Overlap of 20 exhibits |
| 5.4 | Bundle of documents | Core document bundle: 1 volume, 150 pages  Agreed bundle of documents for trial: 1 volume, 200 pages  Applicant’s bundle: 1 volume, 300 pages  Respondent’s bundle: Documents in Agreed bundle | Exhibits A1 to A4 and R1 to R2 introduced during trial; 30 pages. |
| 5.5 | Witnesses at trial | Applicant: 3 (2 of fact)  Respondent: 3 (2 of fact) | 2 of the Applicant’s witnesses only spoke Thai.  1 of the Respondent’s witnesses gave oral evidence. |
| 5.6 | Closing submissions and authorities cited | Applicant: 40 pages and 10 cases  Respondent: 30 pages and 6 cases |  |
| 5.7 | Submissions in reply and authorities cited | Applicant: 10 pages and 2 cases  Respondent: 6 pages and 5 cases |  |
| 5.8 | Other post-trial filings/matters | Not applicable | Interim Judgment granted to the Applicant. Cross-application dismissed with costs. |
| **6.** | **Complexity of case** | | |
| 6.1 | Legal issues | 1. Whether behaviour after separation can be taken into account.  2. … |  |
| 6.2 | Factual issues | 1. Whether the Respondent sent the email that is an admission to the allegations;  2. … |  |
| 6.3 | Complexity | 1. Novel point of law involving … [summary of the points]; 2. Consideration of multiple alternative defences; 3. Major factual disputes in respect of definition of confidential information. |  |
| 6.4 | Grounds of decision | 30 pages. In particular, District Judge ABC commented on the complexity of the case or novelty of issues at paragraph [highlight relevant paragraph in the grounds of decision]. 5 authorities cited in the grounds. |  |
| **7.** | **Urgency and importance to client** | | |
| 7.1 | Urgency | Preparation for interlocutory injunction made over the Chinese New Year. |  |
| 7.2 | Importance to client | The Applicant has dedicated her time and effort on the divorce proceedings and is concerned about the court’s decision as it affects her life. |  |
| **8.** | **Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor** | | |
| 8.1 | Number of letters/ faxes/emails exchanged between the parties | Applicant to Respondent: 50  Respondent to Applicant: 30  Applicant to Court: 3 |  |
| 8.2 | Number of letters/ faxes/emails to client | 70 |  |
| 8.3 | Meetings with opposing counsel | 3 meetings comprising in total approximately 10 hours during the part-heard break between the 2nd and 3rd day of trial. |  |
| 8.4 | Time spent | 100 hours. |  |
| 8.5 | Others | Not applicable. |  |
| **9.** | **Number of solicitors involved** | | |
| 9.1 | Counsel and solicitors | Applicant: Mr ABC, 15 years standing Ms DEF, 2 years standing  Respondent: Ms GHI, 10 years standing | Ms DEF was however an in-house counsel in an MNC for 5 years prior to practice. |
| **10.** | **Proportionality** | | |
| 10.1 | Amount claimed | **Amount claimed** for Mr ABC:  **Work done in 2024: $a**.  **Work done in 2025: $b**.  **Work done in 2026: $c**.  Percentage of input tax for which Applicant is not entitled to credit: 20%  Amount of input tax for which the Applicant is not entitled credit in respect of:  Work done in 2024: $d  Work done in 2025: $e  Work done in 2026: $f  GST for work done in 2024: $g  GST for work done in 2025: $h  GST for work done in 2026: $i  **Amount claimed** for Ms DEF:  **Work done in 2024: $j**.  **Work done in 2025: $k**.  **Work done in 2026: $l**.  [set out GST claim as above]. |  |
| **11.** | **Conduct of the parties** | | |
| 11.1 | Conduct of the  parties throughout  the proceedings,  including the  efforts made by  the parties at  amicable  resolution | Parties attempted mediation (2 sessions on [dates] but mediation was not successful. |  |

### Section 2: Work done for and in the assessment of costs

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| 12. | Work done | Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar’s certificate. |  |
| 13. | Amount claimed | **Total amount claimed:**  **$p**.  Percentage of input tax for which Applicant is not entitled to credit: 20%  Amount of input tax for which the Applicant is not entitled credit in respect of:  Work done in 2024: $q  Work done in 2025: $r  Work done in 2026: $s  GST for work done in 2024: $t  GST for work done in 2025: $u  GST for work done in 2026: $v |  |

### Section 3: Disbursements

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| *No.* | *Item* | *Description* | *Remarks* |
| 14. | 1/1/2024 | Originating Application for Divorce (Court fees): $xxx |  |
| 15. | 10/1/2024 | Reply to Cross-Application (Court fees): $yyy |  |
| 16. | 2/3/2024 | FC/SUM 123/2024 (Court fees): $zzz |  |
| 17. | xxx | [Nature of each disbursement and amount claimed]. |  |
| [ ] | - | **Total amount claimed:**  **$t**.  Percentage of input tax for which Applicant is not entitled to credit: 20%  Amount of input tax for which the Applicant is not entitled credit in respect of:  Disbursements incurred in 2024: $u  Disbursements incurred in 2025: $v  Disbursements incurred in 2026: $w  GST for work done in 2024: $x  GST for work done in 2025: $y  GST for work done in 2026: $z |  |