**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 OTHER THAN 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 the Plaintiff’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 | Application under section 8 of the International Child Abduction Act 2010 (“ICAA”). |  |
| **2.** | **Application / Proceedings** | | |
| 2.1 | Nature of application or proceedings for assessment of costs | Application for return of an abducted child under section 8 ICAA |  |
| **3.** | **Interlocutory attendances** | | |
| 3.1 | Interlocutory applications - costs fixed by Court | Not applicable | Not applicable |
| 3.2 | Interlocutory applications – costs not fixed by Court | FC/SUM 123/2024: Applicant’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 | Not applicable |
| 3.4 | Other attendances | Not applicable | Not applicable |
| **4.** | **Hearing** | | |
| 4.1 | Number of days and date(s) of hearing | Number of days/hours fixed: Half day  Number of days/hours of actual hearing: 3 hours  Date of hearing: [date] |  |
| 4.2 | Documents (apart from written submissions and authorities) | Applicant: 3 affidavits filed (total 60 pages including 10 exhibits.  Respondent: 2 affidavits filed (total 30 pages including 6 exhibits). |  |
| 4.3 | Witnesses (if any) | Not applicable |  |
| 4.4 | Written submissions | Applicant: 30 pages  Respondent: 25 pages |  |
| 4.5 | Authorities cited | Applicant: 8 cases  Respondent: 4 cases |  |
| 4.6 | Other post-hearing filings | Not applicable | Order granted for the return of child to Hong Kong. |
| **5.** | **Complexity of case** | | |
| 5.1 | Legal issues | Whether the child was wrongfully removed form country of residence. |  |
| 5.2 | Factual issues | Whether the child is an ordinary resident of Hong Kong. |  |
| 5.3 | Complexity | Child has dual citizenship in Hong Kong and Australia. |  |
| 5.4 | 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. |  |
| **6.** | **Urgency and importance to client** | | |
| 6.1 | Urgency | Abduction was made without consent and child is en-route to Australia |  |
| 6.2 | Importance to client | To prevent the child from being taken away. |  |
| 6.3 | Amount involved | Not applicable |  |
| **7.** | **Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor** | | |
| 7.1 | Number of letters/ faxes/emails exchanged between the parties | Applicant to Respondent: 15  Respondent to Applicant: 10  Applicant 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.** | **Number of solicitors involved** | | |
| 8.1 | Counsel and solicitors | Applicant: Mr ABC, 15 years standing  Respondent: Ms GHI, 10 years standing |  |
| **9.** | **Proportionality** | | |
| 9.1 | Amount claimed | [Refer to Sample A (used for trials) and modify as appropriate.] |  |
| **10.** | **Conduct of the parties** | | |
| 10.1 | Conduct of the  parties throughout  the proceedings,  including the  efforts made by  the parties at  amicable  resolution | Parties attempted without prejudice negotiations on [dates] but were not successful. |  |

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

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| 11. | Work done | Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar’s certificate. |  |
| 12. | Amount claimed | [Refer to Sample A (used for trials) and modify as appropriate.] |  |

### Section 3: Disbursements

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| *No.* | *Item* | *Description* | *Remarks* |
| 13. | 10/3/24 | Disbursements on which GST is not chargeable  Originating Application under s.8 ICAA including affidavit (Court fees): $xxx  Disbursements on which GST is chargeable:  [state nature of disbursement and amount claimed.] |  |
| [ ] | - | **Total amount claimed:**  **$a**.  [Refer to Sample A (used for trials) and modify as appropriate.] |  |