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

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| Bill of Costs No.: Enter no. here  GST Reg. No. (Applicant): 12345 | In the matter of [Enter details here] |

**SAMPLE BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS**

Applicant: Solicitors for ABC

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

Basis of assessment:  Standard basis  Indemnity basis

Basis for assessment: Pursuant to the written consent from the client vide letter dated [date] annexed hereto under section 120(3) of the Legal Profession Act 1966

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

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| **No.** | **Item** | **Description** | **Remarks** |
| **1.** | **The work done** | | |
| 1.1 | Nature of work | Advice on client’s claim to access to grandchild. |  |
| 1.2 | Scope of engagement (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 for client. |  |
| 1.3 | Period of work | From 2 February 2024 to 31 August 2024. |  |
| **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.** | **Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor** | | |
| 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 application to court: 6 pages  Opinion: 3 pages |  |
| 3.6 | Time spent | 10 hours |  |
| 3.7 | Others | Not applicable |  |
| **4.** | **Number of solicitors involved** | | |
| 4.1 | Counsel and solicitors | Mr GHI, 18 years standing |  |
| **5.** | **Urgency and importance to client** | | |
| 5.1 | Urgency | Parents of the child were denying client access to the child over Chinese New Year. |  |
| 5.2 | Importance to client | Client was eager to have access to child. |  |
| **6.** | **Proportionality** | | |
| 6.1 | Amount claimed | **Amount claimed** for Mr GHI:  **$a**.  [Refer to Sample A (used for trials) and modify as appropriate.] |  |

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

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| 7. | Work done | Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar’s certificate. |  |
| 8. | Amount claimed | [Refer to Sample A (used for trials) and modify as appropriate.] |  |

### Section 3: Disbursements

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| *No.* | *Item* | *Description* | *Remarks* |
| 9. | xxxx  xxxx | Disbursements on which GST is not chargeable:  [Nature of each disbursement and the amount claimed.]  Disbursements on which GST is chargeable:  [Nature of each disbursement and the amount claimed.] |  |
| 10. | - | **Total amount claimed:**  **$a**.  [Refer to Sample A (used for trials) and modify as appropriate.] |  |