LEGAL COSTS ADJUDICATION
(LCA)

CSOL System User Manual

for

Legal Practitioners and Legal Costs Accountants

Version 2 - 27th February 2020

Office of the Legal Costs Adjudicators
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Glossary

The table beneath sets out the acronyms, abbreviations and terms used through this document:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASU</td>
<td>Central Application Support Unit</td>
</tr>
<tr>
<td>CSOL</td>
<td>Courts Service On-line</td>
</tr>
<tr>
<td>DD</td>
<td>Direct Debit</td>
</tr>
<tr>
<td>LCA</td>
<td>Legal Costs Adjudication</td>
</tr>
<tr>
<td>OLCA</td>
<td>Office of the Legal Costs Adjudicators</td>
</tr>
<tr>
<td>GDPR</td>
<td>General Data Protection Regulation</td>
</tr>
</tbody>
</table>

The table beneath sets out the symbols used throughout the system and their meaning:

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>A tool tip relating to that field</td>
</tr>
<tr>
<td>★</td>
<td>Mandatory field that must be completed</td>
</tr>
<tr>
<td>🔄</td>
<td>Drop down arrow displays the list of options that can be selected in that field</td>
</tr>
<tr>
<td>✏️</td>
<td>Edit Icon which can be used to edit a record</td>
</tr>
<tr>
<td>Trash Bin</td>
<td>Delete Icon which can be used to delete a record</td>
</tr>
<tr>
<td>📅</td>
<td>DatePicker Icon which can be used to select a calendar date</td>
</tr>
<tr>
<td>🔴</td>
<td>Red Action Flag alerts the users that some follow up activity is required on the case. Action flags are cleared when the action is carried out.</td>
</tr>
<tr>
<td>⚥</td>
<td>Eye Icon indicates ability to view information only</td>
</tr>
<tr>
<td>📷️</td>
<td>Plus Icon indicates additional information available for view</td>
</tr>
<tr>
<td>🔄️</td>
<td>Sort by Icon</td>
</tr>
<tr>
<td>Config</td>
<td>Cog Icon indicates availability of additional functions</td>
</tr>
</tbody>
</table>
**Data Convention – For use in CSOL:**

Please use the following data convention when entering information into CSOL system.

The data convention highlighted in the table below should be of assistance when entering applications on CSOL and when searching for a case online.

<table>
<thead>
<tr>
<th>Data Conventions for CSOL</th>
<th>Example of incorrect format</th>
<th>Example of Correct Format (exact case type and character match as per below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where there are multiple names it should be explicit using 'and' between them and not '&amp;'</td>
<td>Mark, John &amp; Mary Reilly</td>
<td>Mark Reilly, Jim Reilly and Mary Reilly</td>
</tr>
<tr>
<td>Ltd to Limited</td>
<td>Best Pub Ltd</td>
<td>Best Pub Limited</td>
</tr>
<tr>
<td>Names with a middle initial should have a dot</td>
<td>Mary J Blige</td>
<td>Mary J. Blige</td>
</tr>
<tr>
<td>Names with a senior or junior in their title should be full words</td>
<td>Pat Murphy Jnr.</td>
<td>Pat Murphy Junior</td>
</tr>
<tr>
<td>Removal of T/A in Trading name</td>
<td>T/A Best Pub Ltd</td>
<td>Best Pub Limited</td>
</tr>
<tr>
<td>Where a name has Mc/Mac there should be no space</td>
<td>Paul Mc Grath</td>
<td>Paul McGrath</td>
</tr>
<tr>
<td>Where a name has an O’ there should be no space</td>
<td>Mark O’ Neill</td>
<td>Mark O’Neill</td>
</tr>
<tr>
<td>Where a name has an Ni/Nic/Mac or Uí there should be a space</td>
<td>Máire NiMurchú</td>
<td>Máire Ní Murchú</td>
</tr>
<tr>
<td>Double names should have Capital letters for each name</td>
<td>Mary jane Blige-smith</td>
<td>Mary Jane Blige-Smith</td>
</tr>
<tr>
<td>Street must be input rather than St.</td>
<td>4 Market St.</td>
<td>4 Market Street</td>
</tr>
<tr>
<td>Co. instead of County</td>
<td>County Kildare</td>
<td>Co. Kildare</td>
</tr>
<tr>
<td>Avenue or Road etc in an address</td>
<td>Sunset Av., Bog Rd., County Kildare</td>
<td>Sunset Avenue, Bog Road, Co. Kildare</td>
</tr>
<tr>
<td>Lower and Upper in Address</td>
<td>Lwr. and Uppr.</td>
<td>Lower or Upper</td>
</tr>
<tr>
<td>GAA, GFC or RFC in club names etc but should be as per the Club Constitution</td>
<td>Sarsfields G.A.A.</td>
<td>Sarsfields GAA</td>
</tr>
</tbody>
</table>

All company names should be as per their certificate of incorporation and entered in that format.

Please note that Eircode’s should be included as part of any address. If clarification is sought, please contact OLCA
1. Introduction

This user manual is designed to guide new users through the various stages of the Legal Costs Adjudication (CSOL) On Line Application system. It should be used as a reference and guide for users not previously familiar with the CSOL system.

2. What is CSOL?

Court Service Online (CSOL), is an on-line court system that allows for the creation, review and advancement of various court applications on-line. Additionally, various on-line registers can be searched using CSOL.

CSOL can be accessed via www.csol.ie. It is important to note CSOL works best in Google Chrome.

Legal firms or Legal Costs Accountants firms must first set up a CSOL account and obtain a Username and Password in order to access the system for e-filling of legal costs adjudication applications (LCA).

3. Setting up a User Account and Signing in to CSOL

3.1. Courts System (CSOL) Login Screen

Access CSOL externally via www.csol.ie

Users accessing the system are presented with the Welcome – Sign In screen below.

![Figure 1: Screenshot of CSOL homepage](image-url)
Legal Firm and Legal Costs Accountant firms’ users can either log into an existing account by entering their username and password, or if a new user will need to create a new account.

The process of setting up an account as a legal practitioner (Legal Firm) or Legal Costs Accountant is briefly described below. Additionally, please see https://beta.courts.ie/content/e-filing-application-legal-costs-adjudication-high-court to view registration videos.

3.2. Setting Up a Legal Firm / Legal Costs Accountant account

To create a new CSOL account either click “I’m new to csol.ie” button on the Welcome – Sign In screen or by clicking the “Create Account” menu bar item at the top of the screen.

Either option brings you to the Create Account screen.
To create a Legal Firm Account or a Legal Costs Accountant account on the Create Account screen:

1. Choose the **Account Type** that you wish to set up from the dropdown arrow
   - Select “Legal Firm Account” or “Legal Costs Accountant” Account.
2. Enter the **First Name, Last Name** and **email address** of the firms CSOL Account Administrator in the relevant fields.
3. Enter **Legal Firm Name** or **Legal Costs Accountants Firms name**.

Once a user starts entering characters in the “Legal Firm Name” or “Legal Costs Accountants” field a list of firms is displayed which is filtered as additional characters are entered.

The user selects the correct firm and checks the details populated from that selection are correct for their firm.

If a Legal Firms details or a Legal Costs Accountants Firms details are either **missing** or **incorrect** the user should not proceed any further.

**Legal Firms** should contact the Law Society directly as these details can only be updated on CSOL following an updated list being submitted to CSOL by the Law Society.

**Legal Costs Accountants** should contact the Office of the Legal Costs Adjudicators (OLCA) directly by email at Info_legalcostsadjudicators@courts.ie

4. Users are then required to enter the firm’s bank account details to set up a Direct Debit (DD) Mandate for any fees that may be incurred in dealings with the Courts Service.

![Figure 4: Screenshot of Create Account screen following selection of Account Type](image-url)
Enter Firms Account Details - **Name on Account, IBAN and BIC** Number

5. Click on **Generate Mandate Id** button

   - System generates unique mandate reference. **Take note of this number**

6. Click on “**Register**” button

   ![Screenshot of unique mandate reference and register button](image)

   **Figure 5: Screenshot of unique mandate reference and register button**

7. CSOL validates the information provided and if validation is successful Applicant is informed of the documentation to be provide.

   ![Screenshot of documents to be downloaded by Legal Practitioner Applicant](image)

   **Figure 6: Screenshot of documents to be downloaded by Legal Practitioner Applicant**

   ![Screenshot of documents to be downloaded by Legal Costs Accountant Applicant](image)

   **Figure 7: Screenshot of documents to be downloaded by Legal Costs Accountant Applicant**

   Full details of the steps to complete setting up an account will be displayed on screen. This will involve downloading and printing out the above indicated forms.

8. Applicant should now provide (send) signed hard copy documentation, as per instructions on the screen, to:-

   “**The Office Manager, Central Application Support Unit, Courts Service, Phoenix House, 16 Phoenix Street Nth, Smithfield, Dublin 7**”
9. The Central Application Support Unit (CASU) of the Courts Service approves the user account upon verification of documentation.

**Please Note:** The Courts Service reserves the right to carry out any checks or validation of the documentation received as it considers appropriate. The Service also reserves the right to seek any other additional information as it considers appropriate.

10. Applicant is sent an email notification indicating that their application registration has been approved and an activation link is provided.

Click on the link provided in the email. **If the link opens in Internet Explorer, copy and paste the link into Google Chrome as CSOL works best in Google Chrome.**

11. Once Activation screen is displayed enter and confirm your password. Passwords must have a minimum of 10 characters and must include letters and numbers. Click Save.

This will bring you to the **Welcome – Sign In screen** (See Figure 2: screenshot of CSOL homepage)

Your username is the email address you used when registering.
3.3. Signing into your account

To log into your CSOL Account enter your registered email address into the User name box and complete by entering your password.

![CSOL homepage Log In](image)

Click on the Log In button. The home page screen entitled My Dashboard described in the next section will present.

4. Landing Page Menu Bar Functions

In the blue top menu bar of the home page screen the following **10 buttons** are visible to Users.


4.1. My Dashboard

The My Dashboard home page displayed for Legal Firm User following CSOL sign in will differ from that displayed for the Legal Costs Accountant User. Both home pages will contain links
to Create an Application for Adjudication of Legal Costs and to access a list of draft applications.

4.1.1. My Dashboard Home Page for Legal Firm Users

The existing My Dashboard page already being used by Legal Firm users will be extended to include the Legal Costs Adjudication related features.

When a Legal Firm user logs into CSOL the following My Dashboard Home Page is presented

![My Dashboard Home Page for Legal Firm Users]

Figure 12: Screenshot of Legal Firm user My Dashboard home page

4.1.2. My Dashboard home page for Legal Costs Accountant Users

When a Legal Costs Accountant user logs into CSOL the following My Dashboard Home Page is presented which provides two options
4.2. **Case List**

Click on “Case List” in the menu item at the top of the screen to see a full list of previously created cases.

*Figure 13: Screenshot of Legal Costs Accountant User My Dashboard home page.*

*Figure 14: Screenshot of Case List screen with filter boxes highlighted*
4.2.1. How to Filter the Case List

A search of the Case List can be conducted using one or more of the filter boxes highlighted in red in Figure 14. Case List can be filtered by Case Number, Plaintiff/Defendant Name, Last Event and Case Type.

![Figure 15: Screenshot of Case List screen with Advanced Search button highlighted](image)

Additionally, the Advanced Search button can be utilised by the user to obtain a list of cases with a particular case status, such as a list of cases with a status recorded as submitted.

User Clicks on the Advanced Search button at the top of the screen and selects the “Submitted” option from the dropdown list in the Status field.

The system will display all cases with a case status of submitted on the screen and on subsequent screens.

Users click the Next button at the foot of the page to view the next screen of submitted cases.

Click Hide Advanced Search button to exit Advanced Search.

Click Clear Filters button to return to the full unfiltered Case List.

![Figure 16: Screenshot of Case List screen with Clear Filters button, Hide Advanced Search button and Status Submitted selected and highlighted](image)
4.2.2. Case Screen

To view case details, relating to a case click on the individual case number in the Case List and the following screen will open:

![Case Summary](image)

Two windows appear stacked one on top of the other (a) Case Summary Window and (b) Case Details Window.

The Case Summary Window summarises all the details pertaining to the case and lists the current **Status** of the Case and the **Last Event** entered for the case.

**Case Status Types** – Submitted, Application Approved, Accepted, Hearing, Determined, Costs Notified, Cert of Costs Pending, Completed

**Last Event Types** - Application Submitted, Payment Pending, Application Accepted, Adjourned to Hearing, Adjourned (No Date), Adjourned to Consideration Hearing, Withdrawal Rejected, Determined, Costs Notified, Cert of Costs Pending, Case Completed, Struck Out, Consideration Partly Upheld, Consideration Upheld, Consideration Dismissed, Listing Vacated

The Case Details window contains links to 7 individual screens which can be accessed by clicking on the individual tab i.e. **Plaintiff Tab**, **Defendant Tab**, **Case Details Tab**, **Summary of Costs Tab**, **Listings Tab**, **Events Tab**, **Court Document Tab**.
4.2.2.1. Plaintiff and Defendant Tabs

Plaintiff and Defendant tabs contain details of the original case plaintiff and defendant as submitted on line. Click on the eye symbol to view plaintiff or defendant details.

![Figure 18: Screenshot of Plaintiff Tab screen with Eye Icon highlighted](image)

4.2.2.2. Case Detail Tab

Case Details tab is divided into 3 parts - Click on dropdown arrow to view section details

1. Application Details – Shows details of the submitted online Application
2. Case Details – For Office Use Only
3. Certificate of Costs Summary – Shows
   a. Certificate of Costs Amount Allowed
   b. V.A.T. on Certificate of Costs Amount Allowed €
   c. Court Duty Amount €
   d. Court Duty Date Paid
   e. Court Duty Amount Paid €
   f. Court Duty Amount Outstanding €
   g. Court Duty Payment Reference
   h. Date Signed Affidavit of Tots Filed
      i. Certificate of Costs Fee Amount Paid €
      j. Certificate of Costs Fee Date Paid

Following an Adjudication Hearing, where the allowed costs have been determined by a Legal Costs Adjudicator, the OLCA updates this section with the total allowed costs, V.A.T. and the Court Duty amount payable.

Additionally, following agreement of the costs between the OLCA and the Solicitor / Legal Costs Accountant, the OLCA updates this section with the date of receipt of Signed Affidavit of Tots.
4.2.2.3. Summary of Costs Tab

Summary of Costs tab contains details of the online applications breakdown of costs submitted. The Stage at which the cost was incurred, and the Category of cost is indicated with the amount Claimed by Party Entitled and the associated V.A.T. on Amount Claimed by Party Entitled.

The Amount Allowed in Respect of Amount Claimed and the associated V.A.T. on Amount Allowed are updated by the OLCA following an Adjudication Hearing, where the allowed costs have been determined by a Legal Costs Adjudicator.

This can be viewed by the user to determine if they agree with the costs recorded by the OLCA as the hearing outcome.
4.2.2.4. Listings Tab

Listings tab contains a list of all court hearing dates and associated information relating to the case.

1. **Listing Date** – Shows the date(s) the case is listed for Court
2. **Motion** – Shows the type of application due to be heard
   a. Application Accepted indicates that a Notice of Application for Adjudication is to be heard
   b. Request to Withdraw Application indicates that a Request to Withdraw the Application for Adjudication is to be heard
   c. Request for Consideration indicates that a Request for Consideration of the Determination is to be heard.
3. **Judge** – Shows the name of the Legal Costs Adjudicator listed to hear the case
4. **Result** – The results of the hearing as updated by the OLCA
5. **Type** - The type of Court Listing for the Case – Hearing / For Mention
Click in the Hearing Details button and the Result Details button to see further details related to the hearing and results.

![Image of Hearing and Result Details buttons in the Case Listing Tab screen]

Figure 23: Screenshot of Hearing and Result Details buttons in the Case Listing Tab screen

### 4.2.2.5. Events Tab

**Events tab** contains a list of the type and date of recorded actions that have occurred relating to the case.

*Event Description* includes:

1. Application Submitted
2. Application Prerequisites Lodged
3. Application Approved
4. Application Accepted
5. Costs Notified
6. Cert of Costs Pending
7. Case Completed
8. Request for Consideration
9. Request to Withdraw Application

![Image of Events Tab screen]

Figure 24: Screenshot of Events Tab screen

Click on the dropdown arrow or associated *Details* button to view attached documentation.
4.2.2.6. Court Document Tab

**Court Documents tab** contains list of Court documents uploaded to and generated by the system relating to the case.

Document types uploaded to and generated by the system are as follows: -

1. Court Order – Copy of the original Court order submitted with prerequisite documentation
2. Application for Adjudication – Notice of Application for Adjudication generated by the OLCA *(Appendix Form No. 1 or Form No.2)*
3. Certificate of Costs – Certificate of Determination in the Matter of an Adjudication of Costs *(Appendix Form No. 7 or Form No.8)*
4. Determination – Reasons for Determination
5. Consideration – Reasons for Consideration – upheld, partially upheld or dismissed.

Users can collect copies of the system generated or uploaded documents by clicking on the *Options* dropdown arrow and clicking on *Collect*. Document Status changes from Perfected to Collected.
The following message displays Click OK and a pdf or word document will appear in the bottom left hand side of screen.

![Figure 27: Screenshot of Court Document Tab screen with Options button highlighted](image)

Figures 27: Screenshot of Court Document Tab screen with Options button highlighted

![Figure 28: Screenshot of Court Document Tab screen with Options Collect button highlighted](image)

Figures 28: Screenshot of Court Document Tab screen with Options Collect button highlighted

The following message displays Click OK and a pdf or word document will appear in the bottom left hand side of screen.

![Figure 29: Screenshot of Court Document Tab Collect Message](image)

Figures 29: Screenshot of Court Document Tab Collect Message

Click on the downloaded document to view and print.

![Figure 30: Screenshot of Court Document Tab downloaded documents](image)

Figures 30: Screenshot of Court Document Tab downloaded documents
4.3. **My Account**

To view your account details, click on “My Account” in the menu item at the top of the screen.

When a **Legal Firm** user clicks on My Account the following screen is displayed:

![Figure 31: Screenshot of Legal Firm User My Account Screen](image)

When a **Legal Cost Accountant Firm** user clicks on My Account the following screen is displayed:

![Figure 32: Screenshot of Legal Cost Accountant User My Account Screen](image)
The Name on Account, IBAN and BIC fields are only displayed for the firm’s Admin User Accounts.

### 4.4. Manage Users

The firm’s nominated system administrator(s) will have access to the Manage User button. To allow for the set up and control of system access rights for additional user accounts on CSOL for their firm.

#### 4.4.1. Available Access Levels to CSOL for Legal Firms and Legal Costs Accountant Firms Users

There are 4 Levels of online access to CSOL for personnel within Firms as displayed below:

(a) **Legal Practitioner Firms:**

<table>
<thead>
<tr>
<th>Legal Practice Users</th>
<th>CSOL Account Types and their Access Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage the registered Bank Details via the My Account screen</td>
<td>Yes</td>
</tr>
<tr>
<td>Create, Edit and Delete User Accounts including additional Legal Admin accounts within the firm</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorise payment</td>
<td>Yes</td>
</tr>
<tr>
<td>Approve cases for payment</td>
<td>Yes</td>
</tr>
<tr>
<td>Create cases</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Figure 33: For Legal Practitioners Firms – CSOL Account Types and their Access Levels**
(b) Legal Costs Accountant Firms: -

<table>
<thead>
<tr>
<th>What they can do</th>
<th>Legal Cost Accountant Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage the registered Bank Details via the My Account screen</td>
<td>Yes</td>
</tr>
<tr>
<td>Create, Edit and Delete User Accounts including additional Legal Costs Accountant Admin accounts within the firm</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorise payment</td>
<td>Yes</td>
</tr>
<tr>
<td>Approve cases for payment</td>
<td>Yes Yes Yes</td>
</tr>
<tr>
<td>Create cases</td>
<td>Yes Yes Yes Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSOL Account Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Cost Accountant Admin</td>
</tr>
<tr>
<td>Legal Cost Accountant Payment User</td>
</tr>
<tr>
<td>Legal Cost Accountant Restricted User</td>
</tr>
</tbody>
</table>

*Figure 34: For Legal Cost Accountant Firms – CSOL Account Types and their Access Levels*
4.4.2. How to Create an Additional User Account

Click on Manage Users Top Menu Bar Button this will open the Manage User page displayed below

Click on the Add User button and the Create User Account screen will be displayed.
Click on the dropdown arrow and select required User Role from list (See Figure 33 and 34). Complete all mandatory fields and click Save button.

A message will appear at the bottom of the screen when account details have been entered successfully. The new user will now appear in the Admin users list.

![Figure 38: Screenshot of new user account message, with follow up instructions](image)

### 4.4.3. How to Activate Additional User Accounts

Following the setup of Additional User Accounts, CSOL automatically issues an activation email to the new user. The firms Admin User list will show the account of the new user as pending until such time as the account is activated by the new user.

In the event where a new user cannot locate the activation email generated by the system, the firms Admin User can send a repeat account activation email:-

Firms Admin User click on Manage Users Top Menu Bar Button this will open the Manage User page (See Figure 35)

Select the relevant user to be activated and then click on the Activate button at the bottom of the page now available.

![Figure 39: Screenshot of Buttons Available to Add User, Update and Activate User Accounts](image)

The system re-issues an email to the new user with a new activation link. The new user must click on the link and the following screen will display

![Figure 40: Screenshot of Activate Account screen](image)
The new user inputs and confirms the password for their account. The new users Account Status changes to *Active* on the firms Admin User list.

4.4.4. How to Edit User Access Rights and Details

Click on Manage Users Top Menu Bar Button. This will open the Manage Users page displayed below.

Select the relevant user to be edited and then click on the Update button at the bottom of the page now available.

![Manage User Page](image)

*Figure 41: Screenshot of Manage User page, with user selected*

Click on the dropdown arrow and update the required *User Role* from list *(See Figure 33 and 34)* and or update any further fields as required and click *Save* button.

A message will appear at the bottom of the screen when account details have been successfully updated, with follow up instructions.

![Update User Account Message](image)

*Figure 42: Screenshot of Update User Account message, with follow on instructions*

4.4.5. How to Deactivate User Accounts (GDPR)

In order to ensure that no breaches of the *General Data Protection Regulation (GDPR)* rules occurs for your firm, employee user accounts must be deactivated immediately following their
departure from the firm. This will prevent any unauthorised access to case information held on CSOL that they are no longer privy to.

**It is the responsibility of the firms Admin User to ensure that User Accounts are deactivated for personnel no longer in the employment of the firm.**

Click on Manage Users Top Menu Bar Button. This will open the Manage Users page. Select the relevant user to be deactivated and then click on the *Disable* button at the bottom of the page now available.

![Figure 43: Screenshot of Manage User page, with user selected and Disable button available](image)

The following message pops up. Click *Yes* button and the relevant users account status now changes to *Disabled*.

![Figure 44: Screenshot of Disable Account Message](image)

The system issues an email to the users registered email account informing them that their account has been disabled.
4.5. **My Reports**

To produce a Payment Reconciliation report, click on My Reports Top Menu Bar Button this will open the below page.

The Payment Reconciliation report is available in an excel format or in pdf format. Click on the required report format to be generated. See screen below.

Select the **Start Date** and **End Date** using date picker. Click on the drop-down arrow and select the symbol required for the report run. Click on the **Run Report** button and a CCMS Payment report will be generated in the required format and will appear on the bottom left hand side of the screen. **Note:** it is not necessary to select a date. Click **Run Report** to obtain a report of all transactions for your firm.

Click on the report to view and print
4.6. eDiary

To search the publicly available legal diary, click on eDiary in the Top Menu Bar Button; this will open the below page. Currently the only High Court legal diary sittings viewable on CSOL eDiary are High Court insolvency Court lists. To view same click on the drop-down arrow in the Choose a Jurisdiction and select High Court.

Figure 48: Screenshot of excel Payment Reconciliation report

Figure 49: Screenshot of High Court eDiary screen
4.7. Payment History

This page is active only when processing a payment (see Figure 50 below). To view all Payments made by the firm please refer to My Reports as explained above.

![Figure 50: Screenshot of Payment History screen]

4.8. High Court Search

To carry out a search for High Court proceedings click on High Court Search Button Top Menu; this will open the below page.

At least two search values must be entered before a search can be performed. Case Details and a list of associated Filings, Order Details, Relevant Court Lists and Judgement Details can be viewed.

![Figure 51: Screenshot of High Court Search Page]
4.9. eRegister

Click on the eRegister top menu bar dropdown arrow and select Legal Costs Adjudicators Register of Determinations to view the on-line register.

![eRegister dropdown arrow options](image)

Figure 52: Screen shot of eRegister dropdown arrow options

Pursuant to Section 140 of the Legal Services Regulation Act, 2015 the Chief Legal Costs Adjudicator shall prepare and cause to be placed on the register of determination the reasons for the determination, in accordance with subsection (3).

A search screen is presented as shown below. The user enters a value in at least one of these fields, entering values in more than one field refines the search. Once the details are entered click on the Search Now button and the system returns details of all Determinations (if any) that match the search criteria entered (can be a partial match). Click on the Clear Filters button prior to conducting a subsequent search.

![Search results for “Legal Costs Adjudicators Register of Determinations”](image)

Figure 53: Screen shot of eRegister screen with search results for “Legal Costs Adjudicators Register of Determinations”

Click on the PDF icon to download the Reasons for Determination of the Legal Costs Adjudication application.

Click on the expand icon to view additional details.

![Appeals](image)

Figure 54: Screen shot of eRegister results screen expanded to show details of Appeals if any
Determination records are published on the register 15 days after the **Determination Notice Date** to allow for any Notice for Consideration to be lodged.

Click on *Received* under the *Status of Prerequisite Documents* field on the register to display a list of documents received and their date of receipt.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill of Costs</td>
<td>15/01/2019</td>
</tr>
<tr>
<td>Certificate of no previous adjudication</td>
<td>15/01/2019</td>
</tr>
<tr>
<td>Blank Affidavit of Tots</td>
<td>15/01/2019</td>
</tr>
</tbody>
</table>

*Figure 55: Screen shot of eRegister Prerequisite Documents Received List*

**4.10. Information**

Click on the Information top menu bar dropdown arrow and select the required option to be transferred to the relevant section of the Courts Service Website.

*Figure 56: Screen shot of Information dropdown arrow options*

**5. Creating an Application for Adjudication of Legal Costs (LCA)**

Log into CSOL (See Section 3 above).

The home page tab entitled *My Dashboard* will open showing option (a) to *Create an Application for Adjudication of Legal Costs* and option (b) to access *draft Applications for Legal Costs* which were previously created but not completed by anyone in the firm.

Click on **Create an Application for Adjudication of Legal Costs**.
The application screen will open and a list of the 7 steps to be completed will be shown at the top of the screen. These 7 steps will need to be completed sequentially in order to successfully create an Application for Adjudication of Costs:

As each screen is successfully completed the screen number will change to a tick and the screen will progress to the next screen to be completed.

At the bottom of most screens there will be an *Exit* and *Save and Proceed to Step* buttons.

- **Exit button**
  - allows the user to exit the application while saving changes made to their LCA application

- **Save and Proceed button**
  - saves the form details if input validation is successful and proceeds to the next screen, otherwise validation errors are displayed which need to be addressed before the user is able to save the changes and advance to the next screen.
When hovering the mouse over a button a tooltip with information relating to that field is displayed on screen.

Note: All fields on CSOL with * are mandatory fields and must be completed.

Clicking on the drop-down arrow on any field will show the list of available options that can be selected in that field. Click on any option and CSOL will populate the field with the selection made.

Information notes are displayed on the right-hand side of the screen in respect of the following items:

- Creating an Adjudication of Legal Costs
- Checklist for Online Application

Click on drop down arrow to display additional information – informing the user that the items referenced in the itemised checklist must be manually submitted to the OLCA for verification in order to create an application. In addition, the user is advised that if the application relates to a Legal Practitioner/Client case without an originating jurisdiction the application must be submitted manually to the OLCA.

![Figure 61: Screen shot of Case Details – Step 1, with Expanded Information fields](image)

5.1. **Case Details – Step 1**

In the **Case Details** Screen the details of the New Legal Costs Adjudication (LCA) application are to be populated into the required boxes.

There are two Application types for Legal Cost Adjudications (a) Party and Party Applications and (b) Legal Practitioner and Client Applications. At present Legal Cost Accountant and Legal Firm users can only create **Party and Party Case Type Applications**.
1. **What type of Adjudication of Legal Costs are you applying for?**

   - Click on drop down arrow - Select “**Party & Party**” option only

In the event where an external user selects Legal Practitioner and Client Case as the type of Adjudication of Legal Costs Application, the system will not allow the application to proceed past the Case Details Screen and will display a warning message. **Legal Practitioner and Client Case Type Applications** are to be submitted manually to the OLCA for inputting onto system.

2. **Please confirm the Jurisdiction of originating case**

   - Click on drop down arrow - Select the appropriate court jurisdiction of the originating case from the dropdown list.

3. **Please input the reference of the originating case**

   - Enter the reference number of the originating case in the field

4. **Please input the title of the originating case**

   - Enter the title of the originating case in the field as it appears on the Court Order
following the *Data Convention Rules (See Page 5).*

5. **Please confirm the type of the originating case**
   - Click on drop down arrow – Select the type of the originating case from the dropdown lists.

6. **Hearings for this case are to be held IN CAMERA?**
   - The value displayed automatically by the system is based on the response provided in the previous step.
   - The system only categorises three of the listed case types as automatically deemed to be IN CAMERA cases
     - Family Law, Case Stated or Hepatitis C tribunal cases will default to “Yes” while all other case types will default to “No”.
   - Other types of originating cases may be IN CAMERA and these additional IN CAMERA case must be clearly identified to the OLCA by the party making an Application for Adjudication.
   - The OLCA will change the IN CAMERA status of the case from NO to YES.

**Important Notice**

**In Camera Cases**

It is the obligation of the party making an application for adjudication, to make themselves aware of and complete the on-line application form, in such a manner so as to comply with their legal obligations arising in connection with the law pertaining to In Camera proceedings.

Failure to clearly indicate this may result in the full details of the application being published, thereby being in breach of the In Camera Rule.

The Office of the Legal Costs Adjudicators will have no responsibility in the event of a breach on the part of applicants

7. **To whom were costs awarded in the originating case?**
   - Click on drop down arrow - Select the required option from the dropdown list

8. **As an Applicant, are you?**
   - Click on drop down arrow - Select the required option from the dropdown list
The options are: As an applicant for legal costs adjudication are you the “Party Seeking Costs” or the “Party Paying Costs”.

Click “Save and Proceed to Step 2” button.

This allows you to progress to the next screen and the case details are saved / updated if all required fields have been populated and validated.

If validation was not successful errors are displayed on screen marked in red which will need to be rectified before you are able to advance the next screen.

Once the changes are made click the “Save & Proceed to Step 2” button to advance. The draft application is saved but a case number is not generated at this point.

Alternatively, you can exit CSOL at this point.

Click “Exit” button.

If you have inputted the reference number of the originating case in field 3 above a dialog box is presented on screen with a message: -

“Are you sure you want to exit this application?”. By clicking on the “Save and Exit” button on the dialog box you can exit the application and save the changes. When you next login the application will be included in the draft applications list on the My Dashboard page.

5.2. Original Case Plaintiff – Step 2

In the Original Case Plaintiff Screen the details of the plaintiff(s) in the original proceedings and details of their legal representative and legal costs accountant firm (if relevant) are to be populated into the required fields: -
Figure 65: Original Case Plaintiff screen
1. **What is the Plaintiff’s role in this application for adjudication of legal costs?**
   - Click on drop down arrow and select the required option from the dropdown list.

2. **Party Type**
   - Click on drop down arrow and select the required option from the dropdown list.

   If the “Individual” option is selected for Party Type
   - An additional option field is displayed on screen.

   **Please confirm the status of the individual if they require representation.**
   - Select appropriate option from dropdown menu if required.

3. **Name or First Name and Last Name**
   - Input name of Original Case Plaintiff.

4. **Address; Town/City; County; Eircode/Postcode; Country;**
   - Input Plaintiffs Address.
   - Note that the inputted address may appear on the Notice of Application for Adjudication generated from the system by the OLCA (if the Original Plaintiff is the Respondent for the LCA application).

5. **Email and Contact Number**
   - Input email address and contact number.
   - Note that email notifications relating to the case will issue to this email address.

6. **Is the Plaintiff a lay litigant in this application?**
   - If Plaintiff is a Lay Litigant - Click the checkbox in the field.
   - If the checkbox is ticked the fields referred to in 7 and 8 below are hidden from view and the user proceeds to No 9.
   - If checkbox is not ticked No. 7* and 8* are mandatory fields and must be completed. However, if details are entered in either field the other field is no longer mandatory.

7. **Please confirm the legal practitioner representing the plaintiff in this application**
   - Enter the details of the legal practitioner (if any) representing the plaintiff.
   - When keying in the name of the legal firm a list of names of legal firms is displayed on screen and this list is filtered as more letters are entered.
   - Click on the name of the required legal firm once the name of the firm appears on screen.
8. **Please confirm the legal costs accountant representing the plaintiff in this application**

- Enter the details of the legal costs accountant (if any) representing the plaintiff.
- When the user commences keying in the name of the legal costs accountant a list of names of legal costs accountants is displayed on screen and this list is filtered as more letters are entered.
- The user should click on the name of the required legal firm once the name of the firm appears on screen.
- If the name is not displayed on screen contact the OLCA.

9. Click the **Add Plaintiff** button to add the plaintiff to the case.

- A summary record of the plaintiff is then automatically added to the Plaintiffs table at the bottom of the screen and all the input fields on the Plaintiff screen are reset to enable an additional plaintiff to be added.

- Multiple plaintiffs can be added if required. Each time details for a plaintiff are entered the Add Plaintiff button must be clicked to add the new record to the case and to the Plaintiffs summary table. There must be a minimum of one plaintiff populated in the Plaintiffs summary table to advance to the next screen.

![Plaintiffs Table](image)

*Figure 66: Populated Plaintiff’s Summary Table.*

10. A user can **delete a Plaintiff record** in the Plaintiff summary table by clicking on the delete icon opposite the record to be remove.

- When the delete icon is clicked a message appears on screen “Are you sure you want to delete this Plaintiff?” with “Confirm” and “Cancel” buttons. Click the Confirm button to delete the record or Cancel button to return to the Original Plaintiff screen without deleting the record.

![Delete Plaintiff Dialog Box](image)

*Figure 67: Delete Plaintiff dialog box displayed on Original Case Plaintiff screen*

11. A user can **edit a Plaintiff record** in the Plaintiff summary table by clicking on the edit icon opposite the record to be edited and all fields can then be edited.
Once the required change(s) is made click on the “Save Changes” button to save the changes.

12. Click “Save and Proceed to Step 3” button.

This allows you to progress to the next screen and the Plaintiff details are saved/updated if input validation is successful otherwise validation errors are displayed and all errors must be corrected before being allowed to advance to the next screen.

If a user clicks the “Save & Proceed to Step 3” button to advance to the next screen but has not added a plaintiff to the summary table a warning message is displayed, and the user is unable to proceed to Step 3 until at least one plaintiff has been added.

Figure 68: Plaintiff’s Summary Table (with No Plaintiff recorded – alert message)

In a draft application, there is logic on the Plaintiff/Defendant screens to ensure that data previously entered by a user is not invalidated by subsequent edits to the draft.

5.3. Original Case Defendant – Step 3

In the Original Case Defendant Screen the details of the defendant(s) in the original proceedings are to be populated into the required fields: -
Figure 69: Original Case Defendant screen
1. **What is the Defendant’s role in this application for adjudication of legal costs?**
   - Click on drop down arrow and select the required option from the dropdown list.

2. **Party Type**
   - Click on drop down arrow and select the required option from the dropdown list.
   
   If the “**Individual**” option is selected for **Party Type**
   
   ▪ An additional option field is displayed on screen.

   **Please confirm the status of the individual if they require representation.**
   - Select appropriate option from dropdown menu if required.

3. **Name or First Name and Last Name**
   - Input name of Original Case Defendant.

4. **Address; Town/City; County; Eircode/Postcode; Country**
   - Input Defendants Address.
   - Note that the inputted address may appear on the Notice of Application for Adjudication generated from the system by the OLCA.

5. **Email and Contact Number**
   - Input email address and contact number.
   - Note that email notifications relating to the case will issue to this email address.

6. **Is the Defendant a lay litigant in this application?**
   - If Defendant is a Lay Litigant - Click the checkbox in the field.
   - If the checkbox is ticked the fields referred to in 7 and 8 below are hidden from view and the user proceeds to No 9.
   - If checkbox is not ticked No. 7* and 8* are **mandatory fields and must be completed.** However, if details are entered in either field the other field is no longer mandatory.

7. **Please confirm the legal practitioner representing the defendant in this application**
   - Enter the details of the legal practitioner (if any) representing the defendant.
   - When keying in the name of the legal firm a list of names of legal firms is displayed on screen and this list is filtered as more letters are entered.
   - Click on the name of the required legal firm once the name of the firm appears on screen.
8. **Please confirm the legal costs accountant representing the defendant in this application**

- Enter the details of the legal costs accountant (if any) representing the defendant.
- When the user commences keying in the name of the legal costs accountant a list of names of legal costs accountants is displayed on screen and this list is filtered as more letters are entered.
- The user should click on the name of the required legal firm once the name of the firm appears on screen.
- If the name is not displayed on screen contact the OLCA.

9. Click the **Add Defendant** button to add the defendant to the case.

- A summary record of the defendant is then automatically added to the Defendants table at the bottom of the screen and all the input fields on the **Defendant** screen are reset to enable an additional defendant to be added.

- Multiple defendant(s) can be added if required. Each time details for a defendant are entered the Add Defendant button must be clicked to add the new record to the case and to the **Defendants** summary table. There must be a minimum of one defendant populated in the **Defendants** summary table to advance to the next screen.

10. A user can **delete a Defendant record** in the Defendant(s) summary table by clicking on the delete icon opposite the record to be remove.

- When the delete icon is clicked a message appears on screen “Are you sure you want to delete this Defendant?” with “Confirm” and “Cancel” buttons. Click the Confirm button to delete the record or Cancel button to return to the Original Defendant(s) screen without deleting the record.

11. A user can **edit a Defendant record** in the Defendants summary table by clicking on the edit icon opposite the record to be edited and all fields can then be edited.

    Once the required change(s) is made click on the “Save Changes” button to save the Changes.
12. Click “Save and Proceed to Step 4” button.

This allows you to progress to the next screen and the Defendant details are saved/updated if input validation is successful otherwise validation errors are displayed which need to be rectified before advancing to the next screen.

If a user clicks the “Save & Proceed to Step 4” button to advance to the next screen but has not added a Defendant to the case a warning message is displayed (see Figure below) and the user is unable to proceed to Step 4 until at least one Defendant has been added.

![Figure 72: Defendant's Summary Table (with alert message displayed - No Defendant added)](image)

In a draft application, there is logic on the Plaintiff/Defendant screens to ensure that data previously entered by a user is not invalidated by subsequent edits to the draft.

### 5.4. Application Details – Step 4

In the Application Details screen the details of the Legal Costs Adjudication application are to be populated into the required fields:

The next sequence of questions that will be shown on the application screen will be determined by the type of adjudication application entered previously in the Case Details screen and if the applicant is the Party Seeking Costs or Party Paying Costs.
(a) “Party & Party” case type (Party Seeking Costs)

1. **What portion of the bill of costs needs to be adjudicated upon?**
   - Click on drop down arrow and select the required option from the dropdown list

2. **On What date were the bill of costs received?** *
   - If you are the *party paying costs* input the date of receipt of the bill of costs.
   - Click on calendar icon and select appropriate date.

   **or**

3. **On what date did you serve a copy of the bill of costs with a request to agree the costs and the matters or items in the bill of costs?** *
   - If you are the *party seeking costs* input the date of service of the bill of costs.
   - Click on Calendar icon and select appropriate date in the past (i.e. prior to today).

**Note**: - If either field 2. or 3. are showing as a validation error (mandatory field) following the user clicking on the Save and Proceed to Step 5 button User should insert the same date as already inputted into the alternative field.
4. Do you certify that the person who is the subject of the order to pay costs has?
   - Click on drop down arrow and select the required option from the dropdown list
   - “Not disputed the Bill of Costs” or “Disputed some of the bill of costs” or “Disputed all of the bill of costs”.

5. Please confirm the total amount of the bill of costs
   - Enter the total amount of the bill of costs.

6. Please confirm the number of items in the bill of costs
   - Enter the number of items in the bill of costs.

(b) “Party & Party” case type (Party Paying costs)

![Figure 74: Application Details screen (Party paying costs)](image)

1. What portion of the bill of costs needs to be adjudicated upon?
   - Click on drop down arrow and select the required option from the dropdown list.
2. **On what date were the bill of costs received?**
   - Click on calendar icon and select appropriate date in the past.

3. **Do you certify that you attempted to agree the bill of costs with the person in whose favour the order to pay costs has been made?**
   - Click on drop down arrow – Select “Yes” option
     (which is mandatory in order to proceed with the application).

4. **What is the current status of the disputed items?**
   - Click on drop down arrow and select the required option from the dropdown list.
   - “No agreement reached on any” or “Agreement reached on some but not all”.

5. **Please confirm the total amount of the bill of costs**
   - Enter amount in the bill of costs.

6. **Please confirm the number of items in the bill of costs**
   - Enter the number of items in the bill of costs.

Click “Save and Proceed to Step 5” button. This allows you to progress to the next screen if input validation is successful; otherwise validation errors are displayed which need to be rectified before advancing.

Once the required amendments are made click the “Save & Proceed to Step 5” button to advance to the next screen.

### 5.5. Summary of Costs – Step 5

All summary cost items in dispute for the various stages and categories must be recorded and added to the Summary of Costs table as these will be the basis for the application for adjudication.
1. **Stage** - Click on drop down arrow – 6 options are presented.
   - Select relevant option from dropdown list.
     - Costs incurred before commencement of proceedings
     - Costs from commencement of trial/settlement date
     - Costs incurred during course of trial/settlement and up to determination of proceedings
     - Costs incurred subsequent to trial
     - Services to which the costs relate do not relate to legal proceedings
     - The services do relate to legal proceedings but do not fall within those referred to in section a, b, c or d

2. **Category** - Click on drop down arrow – 5 options are presented.
   - Select relevant option from dropdown list.
     - Solicitors’ Costs
     - Counsels’ Fees
     - Experts’ fees and expenses
     - Witness expenses (other than experts)
     - Other expenses

3. **Claimed by Party Entitled** - Enter monetary value in € field.

4. **V.A.T. on Amount Claimed by Party Entitled** - Enter monetary value in € field.

5. Click "Add Cost Item" button and the cost is added to the Summary of Costs table.

6. Repeat the above steps to add all summary cost items.
7. Users can edit or delete any item added to the summary of costs table by clicking on the relevant icon opposite the cost to be edited/deleted.

8. When all costs have been added click **Save and Proceed to Step 6** button. This allows you to progress to the next screen if input validation is successful; otherwise validation errors are displayed which need to be rectified before advancing.

9. If no cost has been added to the **Summary of Costs** table a warning message is displayed “Please provide at least one cost item”. Once the required amendments are made and a cost item has been added to the table click the “**Save & Proceed to Step 6**” button again to advance to the Review screen.

![Summary of Costs Table](image)

**Figure 76: Summary of Costs screen**

5.6. **Review – Step 6**

At this point you will have created an application, entered case details, plaintiff and defendant details, application details and summary of costs items. The **Review** screen which contains a read-only view of the details inputted in the preceding screens enables the user to review the details and user can then click on the edit icon to edit details entered on any of the screens.
1. Click on the expand icon opposite the screen title to view the details inputted on that screen.

2. To edit any of the details click on the edit icon opposite the screen title and the screen is displayed in edit mode.

3. Make the required changes and clicks on the Save and Proceed button which advances you to the next screen, which is also in edit mode. You need to proceed through each screen in sequence to return to the Review screen.

4. On the Review screen, once all the changes have been made, click on the “Save & Proceed to Step 7” button which advances the user to the Declaration screen.

5.7. Declaration – Step 7
The application has now been created, reviewed and edited to make any necessary amendments. The declaration screen enables you to complete the declarations and submit the application.
Four declaration checkboxes are presented, all **mandatory** fields must be ticked in order to proceed with the application. Clicks the “Submit” button to submit the application. A warning message is displayed on screen if any of the mandatory checkboxes have not been ticked to alert you that these checkboxes must be ticked and only when all mandatory checkboxes have been ticked can the application be successfully submitted.

Once submitted a **confirmation page is displayed** which contains the unique Case (application) ID assigned by the system and the submission date and time displays.

An **email notification** is then sent by the system to the applicant indicating that the
application has been received and advising of the next steps in the process.

Click on the **Case List** button and locate the case number assigned in the confirmation page by typing in the case number into the case number filter box.

![Figure 80: Case List tab screen](image)

A **red action flag** has been set by the system to alert the OLCA that some follow up activity is required on the case. Action flags are cleared when the action has been carried out. The **Last Event** is indicated as **Application Submitted**.

**6. Submission of Manual Documentation**

*Print out and attach a copy of the Case Confirmation email when submitting manual documentation to the OLCA.*

**6.1. Pre-requisite Documentation Check List**

Following submission of a case, the Moving Party must now lodge the following manual documentation with the OLCA.

**Prerequisite Documentation to be lodged for a Party & Party Case**

1. Copy of CSOL Case Confirmation Page;
2. A copy of the order of the Court or award of the arbitrator or other order or instrument by which the costs have been awarded or allowed;
3. Certificate of **NO** previous adjudication;
4. Certificate of **In Camera Status** *(Appendix Form No. 18)*;
5. Blank Affidavit of Tots *(Appendix Form No.11)*;
6. The bill of costs *(Appendix Form No. 3)*;
7. Vouchers, invoices and/or receipts in respect of any disbursement which has not been agreed;
8. A statement of any other records on which the applicant intends to rely on in support of the costs claimed;
9. Where the applicant relies on time records in support of the costs claimed, those time records, separately indexed and paginated;
10. In the case of a party and party adjudication applied for by the person the subject of the order to pay the costs, a certificate that the person has complied with section
154(2) of the 2015 Act. (i.e. the moving party who has been ordered to pay the costs must certify that they have attempted to agree the bill of costs)

Prerequisite Documentation to be lodged for a **Legal Practitioner & Client** Case: -

1. Certificate of **NO** previous adjudication;
2. Certificate of **In Camera Status** *(Appendix Form No. 18)*;
3. Blank Affidavit of Tots *(Appendix Form No.11)*;
4. A true copy of each notice provided by the legal practitioner concerned to the client in accordance with section 150 and/or agreement under section 151(1) of the 2015 Act;
5. A true copy of any statement in writing sent under section 153(1) of the 2015 Act;
6. A true copy of any opinion in writing sent under section 153(3) of the 2015 Act;
7. A true copy of any demand for payment;
8. The bill of costs *(Appendix Form No. 3)*;
9. Vouchers, invoices and/or receipts in respect of any disbursement which has not been agreed;
10. A statement of any other records on which the applicant intends to rely on in support of the costs claimed;
11. Where the applicant relies on time records in support of the costs claimed, those time records, separately indexed and paginated;

**In Camera Case Must be Identified to the OLCA by Applicant**

6.2. **Approval / Rejection of Application**

The OLCA will updated the system to record that the prerequisite documents have been received. The office will amend the status of the case from **Application Submitted** to **Application Approved** or **Rejected** following a review of the pre-requisite documentation against the online application submitted.

1. If “**Application Approved**” the system sends an email to the Moving Party to inform them of the Case Number and also that their application has been accepted but not yet considered filed and the next steps i.e. Pay Court Application Fee.
Following receipt of Payment, the system updates case status to **Application Accepted** and issues an email to the Moving Party informing them that the application is now deemed to be filed.

Additionally, the system automatically issues a receipt email for the on-line payment.
2. If “Application Rejected” the system sends an email to the Moving Party to inform them that the case was rejected and gives the reason(s) for rejection of the application by the office. The reasons for rejection need to be addressed when making a fresh application for adjudication.

7. Notice of Application for Adjudication

Following successful filing of online application, the OLCA lists the application for a hearing date and generates a **Notice of Application for Adjudication** on the system.

(See Appendix Form No.1 - Notice of Application for Adjudication (Party and Party))
or
(See Appendix Form No.2 - Notice of Application for Adjudication (Legal Practitioner and Client)).

Following document generation, the OLCA downloads the Notice of Application for Adjudication and Issues it to the Moving Party for service.

In addition to the above per practice direction No.1 of 2020

The Chief Legal Costs Adjudicator directs that, with immediate effect, any party having complied with the procedures for lodging a Bill of Costs for Adjudication and having being issued with a **Notice of Application for Adjudication (Party & Party)** (See Appendix Form No. 1) by the office, must now additionally lodge, a completed

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Author: Natasha Whyte
Notice of Hearing Date for Adjudication (Party & Party) (See Appendix Form No.1A), with the office for issue.

Where a Notice of Application for Adjudication (Legal Practitioner & Client) (See Appendix Form No.2) has been issued by the office to any party having complied with the procedures for lodging a Bill of Costs for Adjudication, said party must now additionally lodge, a completed Notice of Hearing Date for Adjudication (Legal Practitioner & Client) (See Appendix Form No.2A), with the office for issue.

The Notice of Hearing Date for Adjudication forms are to be served as a separate notice to accompany the statutory Notice of Application for Adjudication issued pursuant to Order 99, r.23(1) of the rules of the Superior Court and duly served on the affected party.

8. Making an Online Payment

Notifications of Payment Required will be automatically issued to the applicant by the system at different stages in the Legal Costs Adjudication (LCA) process.

The first type of notification to be generated is in relation to Application Court Fee payment, while the second type of notification to be generated is in relation to Court Duty payment required following the hearing and determination of the application.

8.1. Court Application Fee Payment Required

Following approval of online application by the OLCA the system will issue the following email to the Moving Party (See Figure 81).

The holder of the firm's Admin and/or Payment User credentials logs into CSOL, clicks on the Case List menu button at the top of the screen and locate the case number indicated in the notification email by typing in the case number into the case number filter box (See Section 4.2.1).

The system automatically opens the case on the Case Details tab:
Figure 84: Case Details Tab Screen with Payment buttons displayed

The Admin and/or Payment User clicks on the red Pay & Proceed button and the following message pops up:

![Message Pop-Up]

Figure 85: Case Details Tab Screen pop up message displayed

The Admin and/or Payment User clicks continue, and the Payment History screen is displayed:

![Payment History Screen]
The Admin and/or Payment User reviews the details of the payment to be made and if correct clicks on the *Pay Now* button. A Password Authentication field displays.

![Password Authentication](image)

*Figure 86: Payment History Screen with Pay Now button displayed*

The Admin and/or Payment User inputs their CSOL login Password and click confirm. A payment successfully processed message will appear at the bottom of the screen:

*Figure 87: Payment History Screen Password Authentication field displayed*

Following a successfully processed payment the system updates case status to **Application Accepted** and issues an email to the moving party informing them that the application is now deemed to be filed *(See Figure 82)*. Additionally, the system automatically issues a receipt email for the online payment *(See Figure 83)*.

The system updates My Reports – Payment Reconciliation Report with this payment *(See Section 4.5)*.
8.2. Court Duty Payment Required

Following the Adjudication Hearing and determination of the allowed costs by a Legal Costs Adjudicator the OLCA updates CSOL accordingly.

The case is resulted as determined, with the Case Status being set to Determined.

The Summary of Costs tab is updated with the individual costs allowed by the Legal Costs Adjudicator.

The Case Details tab - Cert of Costs Summary is then updated with the total amount of Costs and V.A.T. allowed and the Calculated Court Duty.
The Notify Costs Button is clicked - the case Status is set to Costs Notified and a Costs Notified event is created in the Events tab (See Figure 24).

The system auto issues email notifications to both case parties informing them that the amount allowed has been updated.

Subject: FIX - Notification H:LCA:OLCA:2019:000082
To: newicaa
From: noreply_PRODFIX1@courts.ie
Received: Thu Dec 12 2019 11:45:13 GMT+0000 (Greenwich Mean Time)
Sending IP: 137.191.225.98
Parts: [HTML]
Attachments: [Subscribe to receive Attachments]

Dear Sirs,

The Summary of Costs in this matter has now been updated and requires your attention.

Please log on to the case record on CSOL and take such action as may be required.

In order to discharge Court Duty, please go to Summary of Costs option and access the payment option provided.

You are being copied on this notification where you are a party in this matter.

Office of the Legal Costs Adjudicators

Figure 92: Email notification of Summary of Costs Updated and Court Duty to be discharged
The firm’s holder of Admin and/or Payment User credentials then logs into CSOL, clicks on the Case List menu button at the top of the screen and locate the case number indicated in the notification email by typing in the case number into the case number filter box (See Section 4.2.1).

The system automatically opens the case on the Case Details tab user clicks on the Summary of Costs tab and reviews the updated allowed cost figures.

User then Clicks on the Case Details tab and clicks on the drop-down arrow of the Certificate of Costs Summary to expand this section.

User then reviews the total amount of cost and vat allowed and calculated court duty amount payable (See Figure 91).

**Not in Agreement - with Updated Summary of Costs and Court Duty:**

1. If the user is not in agreement with the figures, contact the OLCA by email at info_legalcostsadorjudicators@courts.ie indicating clearly what figures are in dispute.
2. The OLCA will review the figures and where necessary update the Summary of Costs figures and the corresponding figures in the Case Details tab - Cert of Costs Summary.
3. The OLCA re-clicks the Notify Costs Button and the case Status is re-set to Costs Notified and creates a new Costs Notified event in Events tab (See Figure 24).
4. The system automatically re-issues email notifications to both case parties informing them that the amount allowed has been updated.
5. Following receipt of the above email the User logs into CSOL and clicks on the Case List menu button at the top of the screen and locate the case number referred to in the Notification email.

The Case Details page opens user clicks on the Summary of Costs tab and reviews the newly updated allowed cost figures. If the user is not in agreement repeat steps 1 to 5.
In Agreement - with Updated Summary of Costs and Court Duty:

1. If the user is in agreement with the figures the applicant then provides the OLCA with a draft Certificate of Determination in the Matter of Adjudication of Costs (Party and Party) (Appendix Form No.7) or (Legal Practitioner and Client) (Appendix Form No.8).

2. The draft Certificate of Determination in the Matter of Adjudication of Costs is checked by the OLCA and agreed with the Legal Costs Accountant/Solicitor.

3. A signed Affidavit of TOTS (Appendix Form No.11) is then filed with the OLCA and CSOL is updated by the office.

4. The Court Duty and Certificate of Determination fee is to be paid:-
   a. The firm’s holder of Admin and/or Payment User credentials then logs into CSOL, clicks on the Case List menu button at the top of the screen and locate the case number indicated in the notification email by typing in the case number into the case number filter box (See Section 4.2.1).
   b. The system automatically opens the case on the Case Details tab user clicks on the Summary of Costs tab (See Figure 93 above)
   c. The Admin and/or Payment User clicks on the red Pay & Proceed button and the following message pops up: -

   ![Figure 94: Case Details Tab Screen pop up message displayed](image)

   The Admin and / or Payment User clicks continue, and the Payment History screen is displayed: -
The Admin and/or Payment User reviews the details of the payment to be made and if correct clicks on the *Pay Now* button. A Password Authentication field displays.

![Password Authentication Field](image)

*Figure 96: Payment History Screen Password Authentication field displayed*

The Admin and/or Payment User inputs their CSOL login Password and click confirm. A payment successfully processed message will appear at the bottom of the screen:

![Payment Successfully Processed Message](image)

*Figure 97: Payment successfully processed message displayed*

The system automatically issues a receipt email:
9. Certificate of Determination

At this stage the hearing has taken place and the Legal Costs Adjudicator has determined the allowed costs, which have been entered in the Summary Costs and Cert of Costs Summary by the OLCA. Applicant and respondent have been notified by email that costs are available to view on the CSOL system. The costs have been reviewed by the applicant and accepted as an accurate representation of the outcome of the hearing.

Applicant provides the OLCA with a draft Certificate of Determination in the Matter of Adjudication of Costs (Party and Party) (Appendix Form No.7) or (Legal Practitioner and Client) (Appendix Form No.8).

The draft Certificate of Determination in the Matter of Adjudication of Costs is checked by the OLCA and agreed by the Legal Costs Accountant/Solicitor.

A signed Affidavit of TOTS (Appendix Form No.11) is filed with the OLCA and CSOL is updated by the office.

The Court Duty and Certificate of Determination fee is paid and updated on CSOL.

OLCA issues the signed Certificate of Determination to the applicant.

The signed Certificate of Determination is then uploaded, perfected and filing date recorded on the system by the office.
System creates “Case Completed” event and sets case status to “Completed” once uploaded Certificate of Determination is marked as perfected by the OLCA.

10. Request for Consideration

Following the determination and subsequent notification to both parties of the allowed costs, either/both parties may be dissatisfied with the outcome of the adjudication hearing and wish to submit a request for consideration: -

1. A Notice of Application for Consideration of a Decision(s) and for a determination under Section 160(1) of the Legal Services Regulation Act 2015 (Appendix Form No.4) must be filed with the OLCA as a hard copy and as an attachment to an email request.

2. OLCA updates CSOL with the application and uploads the Notice for Consideration as supplied by the Moving Party. The system creates a Request for Consideration event, sets Status as Consideration, sets action flag on case record and sets Filing Status to “Filing Complete”.

(Figure 99: Case Status – Consideration and Last Event – Request Consideration)

3. A hearing date is assigned by the OLCA for the consideration application, which appears in the Listings tab of the Case – as Request for Consideration Motion (See Figure 22).

4. The OLCA updates the system with the results of the Consideration hearing: -
   
a. “Consideration Dismissed” - If the consideration has been disallowed  
b. “Consideration Upheld” - If the consideration has been allowed  
c. “Consideration Partly Upheld” - If the consideration has been partially allowed.

5. Where the consideration application has been Dismissed the costs allowed in the original Notice of Application for Adjudication hearing stand and the system is not required to be updated. (See Section 9)

6. Where the Consideration Application has been Upheld or Partially Upheld: -
   
a. The Summary of Costs tab is updated by the OLCA with the individual costs
allowed at the Consideration hearing.

b. The *Case Details* tab - *Cert of Costs Summary* is then updated with the total amount of Costs and V.A.T. allowed and the re-calculated Court Duty.

7. The OLCA click the *Notify Costs* Button - the case *Status* is set to *Costs Notified* and a Costs Notified event is created in the Events tab. *(See Figure 24)*

8. The system auto issues Email notifications to both case parties informing them that the amount allowed has been updated *(See Section 8.2)*

11. **Request to Withdraw an Application for Adjudication**

Where an application for adjudication has been created on CSOL and the Moving Party now wishes to withdraw that application other than on a date when a matter may be listed for Adjudication or Consideration, as the case has been settled or for other reasons, a formal request must be submitted to the OLCA.

1. **A Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv) (Appendix Form No.9)** must be filed with the OLCA as a hard copy and as an attachment to an email request.

2. Please note that such Notice must be served, on the opposite or affected party, **not later than five working days**, prior to the proposed date and time of the scheduled application. The grounds and reasons relied upon must be specified.

3. OLCA updates CSOL with the application and uploads the Notice for Withdrawal as supplied by the Moving Party. The system creates a *Request to Withdraw Application* event, sets *Status* as *Withdrawal Requested*, sets action flag on case record and sets *Filing Status* to “Filing Complete”.

4. A hearing date is assigned by the OLCA for the Withdrawal Application, which appears in the *Listings* tab of the case – as *Request to Withdraw Application Motion* *(See Figure 22)*.

5. The OLCA updates the system with the results of the Withdrawal Application hearing:

   a. **“Struck out”**
      - If the Withdrawal Application was granted the case is resulted as struck out and any future listing dates for the case are vacated by the office.
      - Case *Status* is set to “Completed” and an *Event* of “Adjourned Generally with Liberty to re-enter” is created.
b. “Withdrawal Request Rejected”
- If the Withdrawal Application was rejected the case is resulted as “Withdrawal Request Rejected”.
- Case Status is set to “Hearing” and an Event of “Withdrawal Rejected” is created.
- The hearing date originally assigned to the Notice of Application for Adjudication stands for the hearing of the case.

12. Request to Mention / Re-Enter an Application for Adjudication

Where an application for adjudication has been created on CSOL and the Moving Party wishes to have the case listed For Mention before a Legal Costs Adjudicator a formal request must be submitted to the OLCA.

1. A Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv) (Appendix Form No.9) must be filed with the OLCA as a hard copy and as an attachment to an email request.

2. Please note that such Notice must be served, on the opposite or affected party, not later than five working days, prior to the proposed date and time of the scheduled application. The grounds and reasons relied upon must be specified.

Where an application for adjudication is marked as Case Completed or Adjourned Generally with Liberty to Re-enter on CSOL on the system and the Moving Party wishes to have this case Re-Entered before a Legal Costs Adjudicator a formal request must be submitted to the OLCA.

1. A Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv) (Appendix Form No.9) must be filed with the OLCA as a hard copy and as an attachment to an email request.

2. Please note that such Notice must be served, on the opposite or affected party, not later than five working days, prior to the proposed date and time of the scheduled application. The grounds and reasons relied upon must be specified.
No. 1

O. 99, r. 23(1)

NOTICE OF APPLICATION FOR ADJUDICATION OF COSTS (PARTY AND PARTY)

[Insert title of action, arbitration or as appropriate]

Costs awarded to A.B. as Plaintiff [or as the case may be] in the above-entitled proceedings

TAKE NOTICE that *I/*we as
*the person in whose favour the order to pay costs has been made
*the person who is the subject of the order to pay costs

hereby apply to a Legal Costs Adjudicator to adjudicate *[the entire of the above bill of costs]
*[the items/Parts of the above bill of costs as marked on the attached bill of costs] which were received *[by me] *[by my solicitors] on …………………20……...

*As the person in whose favour the order to pay costs has been made, I certify that I served a copy of the bill of costs on the person who is the subject of the order to pay costs with a request to agree the costs and the matters or items in the bill of costs on ………20... and the person who is the subject of the order to pay costs

*has not disputed the bill of costs

*disputed the bill of costs and the dispute could not be resolved in respect of *all *any of the disputed matters or items in the bill of costs.

*As the person who is the subject of the order to pay costs, I certify that I have attempted to agree the bill of costs with the person in whose favour the order to pay costs has been made and

*it has not been possible to reach agreement on any of the disputed matters or items in the bill of costs

*agreement was reached on some but not all of the disputed matters or items in the bill of costs.

Dated …………………20……...

Signed……………………………
To: the Chief Legal Costs Adjudicator
And to………………………………
of ………………………………..

There are served with this notice of application:

(1) the bill of costs in the form prescribed indicating where any matter or item in the bill of costs has been agreed by the respondent;

(2) an indexed and paginated booklet containing copies (certified as true copies of the originals) of the vouchers, invoices and/or receipts in respect of every disbursement claimed in the bill of costs which has not been agreed, set out in the sequence in which they are referred to in the bill of costs and cross-referenced to the bill of costs;

*(3) the following other records on which the applicant relies in support of/in opposition to the costs claimed, namely:…………………………………………………

(4) true copy of the order(s) of the Court; award(s) of the arbitrator(s) or other order or instrument by which the costs have been awarded or allowed, namely:…………………. 

*delete where inapplicable

[Office use only]

The initial return date assigned to this application is the .........................20......at ........ 
*a.m./*p.m. The application for adjudication must be served so as to allow 14 clear days to elapse between the day of service and the initial return date.

_______
Form No. 1A. Notice of Hearing Date for Adjudication (Party and Party)

No. 1A

IN THE MATTER OF AN ADJUDICATION OF COSTS
IN THE MATTER OF THE LEGAL SERVICES REGULATION ACT, 2015
NOTICE OF A HEARING DATE FOR ADJUDICATION
(Party and Party)

THE HIGH COURT

Adjudication Reference No: - H: LCA: OLCA:**

BETWEEN

*{insert detail to which the cause or matter relates}*

NOTICE OF A HEARING DATE FOR ADJUDICATION ON LEGAL COSTS

Take notice that a Bill of Costs in this matter was referred for adjudication and has been assigned a hearing date before **Paul M. Behan Chief Legal Costs Adjudicator / Niall O’Hanlon Legal Costs Adjudicator at the Office of the Legal Costs Adjudicators, Merchants House, 27/30 Merchants Quay, Dublin 8 at 10.00 o’clock...on the ... day of...2020.**

You are required to attend on that date and time and from thence until the adjudication shall be disposed of.

Dated [...] Day of [...] 20...

Insert name and signature of party applying for adjudication**

***To:-
***of:-

*{Insert detail from title.}*
**{Insert detail as indicated by the Adjudicator’s Office}*
*** {Insert name and address of Party required to attend}*

This Notice must accompany the Notice of Adjudication issued pursuant to Order 99, r. 23(1)
FORM NO.2. NOTICE OF APPLICATION FOR ADJUDICATION OF COSTS (LEGAL PRACTITIONER AND CLIENT)

O. 99, r. 23(1)

NOTICE OF APPLICATION FOR ADJUDICATION OF COSTS (LEGAL PRACTITIONER AND CLIENT)

Costs between A.B. of .......... legal practitioner and C.D. of ........ as client

TAKE NOTICE that *I/*we as
*legal practitioner
*client
hereby apply to a Legal Costs Adjudicator to adjudicate *[the entire of the above bill of costs]
*[the items/Parts of the above bill of costs as marked on the attached bill of costs] which were
*sent to the client *sent to me on ....................... 20 ........

*As the client, I certify that

(1) I sent the legal practitioner concerned a statement in writing that I disputed aspects
of the bill of costs as required by section 153(1) of the Legal Services Regulation Act
2015 on ........20...

(2) I made reasonable steps to resolve the dispute concerning the bill of costs in
accordance with section 153(2) and/or 153(3) of the Legal Services Regulation Act 2015,
and

(3) *I/*the legal practitioner delivered the opinion in writing mentioned in section 153(3)
of that Act that the attempt to resolve the dispute concerning the bill of costs had failed
on ........20...

*As the legal practitioner, I certify that

(1) The client sent me a statement in writing that *he/*she disputed aspects of the bill of
costs required by section 153(1) of the Legal Services Regulation Act 2015 on
........20...;

(2) I took all appropriate and reasonable steps to attempt to resolve the dispute by
informal means in accordance with section 153(2) of the Legal Services Regulation Act
2015;

(3) *I/*the client delivered the opinion in writing mentioned in section 153(3) of that Act
that the attempt to resolve the dispute concerning the bill of costs had failed on
........20...;
(4) The dispute concerns the following item(s) referred to in the bill of costs and matter(s):………………………………………………………………………………………….

*As the legal practitioner, I certify that

(1) I provided a bill of costs to the client on ……..20...;

(2) the client did not dispute the bill of costs;

(3) *all/*part of the bill of costs remains unpaid after the expiry of the period mentioned in section 154(5)(a) of the Legal Services Regulation Act 2015;

(4) I delivered a demand for payment of *[the outstanding balance of] the bill of costs to the client on ……..20... and a further period of 14 days has elapsed without payment being effected.

This application is made within the time period permitted by section *154(5)(c) *154(7) of the Legal Services Regulation Act 2015.

Dated ………………..20…….

Signed………………………………
of …………………………….

To: the Chief Legal Costs Adjudicator
And to………………………….
of ……………………………

There are served with this notice of application:

(1) the bill of costs in the form prescribed indicating where any matter or item in the bill of costs has been agreed by the respondent;

(2) an indexed and paginated booklet containing copies (certified as true copies of the originals) of the vouchers, invoices and/or receipts in respect of every disbursement claimed in the bill of costs which has not been agreed, set out in the sequence in which they are referred to in the bill of costs and cross-referenced to the bill of costs;

*(3) the following other records on which the applicant relies in support of/in opposition to the costs claimed, namely:……………………………………………………………

*(4) true copy of each notice provided by the legal practitioner concerned to the client in accordance with section 150 and/or agreement under section 151(1) of the Legal Services Regulation Act 2015, namely:……………………………………………………………

Author: Natasha Whyte
*(5) true copy of any statement in writing sent under section 153(1) of the Legal Services Regulation Act 2015;

*(6) a true copy of any opinion in writing sent under section 153(3) of the Legal Services Regulation Act 2015;

*(7) a true copy of any demand for payment.

*delete where inapplicable

[Office use only]

The initial return date assigned to this application the …………………20……..at ……..
*a.m./*p.m. The application for adjudication must be served so as to allow 14 clear days to elapse between the day of service and the initial return date.

———
Form No. 2A. Notice of Hearing Date for Adjudication (Legal Practitioner and Client)

No. 2A

IN THE MATTER OF AN ADJUDICATION OF COSTS
IN THE MATTER OF THE LEGAL SERVICES REGULATION ACT, 2015
NOTICE OF A HEARING DATE FOR ADJUDICATION
(Legal Practitioner and Client)

THE HIGH COURT

Adjudication Reference No: - H: LCA: OLCA:**

BETWEEN

*[insert detail to which the cause or matter relates]

NOTICE OF A HEARING DATE FOR ADJUDICATION ON LEGAL COSTS

Take notice that a Bill of Costs in this matter was referred for adjudication and has been assigned a hearing date before ** Paul M. Behan Chief Legal Costs Adjudicator / Niall O’Hanlon Legal Costs Adjudicator at the Office of the Legal Costs Adjudicators, Merchants House, 27/30 Merchants Quay, Dublin 8 at 10.00 o’clock…on the … day of…2020.**

You are required to attend on that date and time and from thence until the adjudication shall be disposed of.

Dated […] Day of […] 20…

Insert name and signature of party applying for adjudication**

***To:-
***of:-

*Insert detail from title.
**Insert detail as indicated by the Adjudicator’s Office
*** Insert name and address of Party required to attend

This Notice must accompany the Notice of Adjudication issued pursuant to Order 99, r. 23(1)
Form No 3. Bill of Costs for Adjudication

O. 99, r. 26(5)

BILL OF COSTS FOR ADJUDICATION

*Costs as between legal practitioner(s) and client for services rendered by

........................................................., legal practitioner,

To

.........................................................client,

in respect of: [give short description of services for which the costs are claimed. Where the services relate to proceedings, insert title of proceedings]

*Costs as between party and party awarded to

........ ........................................as Plaintiff [or as the case may be] against

........................................................., as Defendant [or as the case may be]

in the proceedings entitled [insert title of proceedings, e.g.

THE HIGH COURT 20... No ....

BETWEEN
A.B

Plaintiff

And

C.D

Defendant

Pursuant to an Order of the High Court dated the ..th day of … 20….

To …………………………….[insert the name of the person who is to liable to pay the costs]

………………………………..[insert the name of the person or legal practitioner(s) claiming the costs] requests that you pay or agree this bill of costs, details of which are set out below.

PLEASE NOTE:

1. In respect of any costs disputed by you, you may, within 21 days of receiving the bill of costs and the documentation referred to in paragraph 5 below, lodge the amount you consider sufficient to satisfy those costs with the Accountant, at the Courts Service, Phoenix Street North, Dublin 7, using the lodgement slip attached (Attachment 2). In this event, you must immediately upon making the lodgement notify *me *my solicitors *my legal costs accountants in the form attached (Attachment 3) by hand, registered post or e-mail at the following e-mail address:……………………………………

2. If qualified to do so, you may, within 21 days of receiving the bill, make to *me *my solicitors *my legal costs accountants an offer of tender of payment of the amount you consider sufficient to satisfy those costs, instead of making a lodgment with the Accountant.
3. I may accept an amount lodged or tendered in satisfaction of the costs to which it relates. If I do not, and the amount at which those costs are adjudicated does not exceed the amount lodged or tendered, I shall be liable for the assessment costs and fees.

4. This bill is accompanied by copies of the following documentation relating to the costs concerned:

(i) itemised and detailed fee notes of Counsel and expert witnesses;
(ii) an indexed and paginated booklet containing copies (certified as true copies of the originals) of the vouchers, invoices and/or receipts in respect of any disbursement claimed in the bill of costs which has not been agreed, set out in the sequence in which they are referred to in the bill of costs and cross-referenced to the bill of costs, and
(iii) an extract from the client engagement letters as issued and updated by the solicitor and counsel, respectively, for the person in whose favour the order to pay costs has been made.

Dated…………...20....

(Signed)
of ..............................
----------------------------------

Notes on preparation of the bill of costs

1. The bill is divided into sections. Only those sections which are applicable to the services to which the legal costs relate should be included. Sections A, B, C and D in this Form should be inserted where the services to which the costs relate are in respect of legal proceedings. A section may be deleted where it is not appropriate to the services, in which event the enumeration (A, B, C etc.) should be revised as necessary. Section E should be included where (a) the services to which the costs relate do not relate to legal proceedings or (b) the services do relate to legal proceedings but do not fall within those referred to in Sections A, B, C or D.

2. It is a requirement, in addition to the mandatory obligations as to content of the bill of costs prepared in accordance with the requirements contained in parts A, B, C, D and E, that a single chronological summary is contained within each bill of costs lodged for adjudication. This should contain a summary of the issues addressed in the case, a chronological overview of the steps undertaken, significant milestones in the matter and the outcome of any interim or interlocutory application(s), appeal or trial or any procedural challenges encountered, together
with the outcome and any significant issues emerging from inception to completion of the matter being adjudicated.

3. In the case of a bill of costs furnished by a legal practitioner to a client, particulars of time spent need only be included where time is a factor in the calculation of the legal costs concerned – see section 152(2)(d), Legal Services Regulation Act 2015.

4. Where an agreement has been made under section 151 of the 2015 Act by a legal practitioner and the legal practitioner’s client, please note that the rules of court prescribing the content of the bill of costs shall have application subject to sections 152(5) to (7) Legal Services Regulation Act 2015.

5. **The summary of legal services should be completed for each section of the bill (viz. A, B, C etc.) under which the services fall.** In the case of a bill of costs furnished by a legal practitioner to a client, the summary should include in the appropriate section the amount, where known to the legal practitioner, of any damages or other moneys that are recovered by, or payable to, the client and that arose from the matter in respect of which the legal services were provided and the amount of any legal costs recovered by or payable to the legal practitioner concerned on behalf of the client, including costs recovered from another party, or an insurer on behalf of another party, to the matter concerned (see section 152(2)(e) and (f), Legal Services Regulation Act 2015).

6. Where the scales of costs in Appendix W of the Rules of the Superior Courts identify, or prescribe the amount of, an item of legal costs, that item should be separately identified in the relevant section of the bill of costs, and any amount prescribed in respect of same should be included under Column 4.

7. Where work in different sections overlapped or was undertaken in parallel, the dates of the stages may overlap, although care should be taken to ensure that a charge for work done made in one stage is not duplicated in another.

8. The totals for each relevant section should be added in the summary of costs.

9. In the case of solicitors’ costs, in the column (Name of Solicitor etc.) specify the grade (e.g. senior partner, partner, assistant solicitor, legal executive, etc.) of each solicitor or other member of the solicitor’s staff involved for whose work a charge is claimed. Where relevant to the rate claimed, the year of qualification or number of years’ post-qualification experience should be shown.

10. Where guidelines issued by the Chief Legal Costs Adjudicator as to the costs, fees or expenses recoverable for specific items of work done or steps taken apply to the bill, these
items or steps should be individually itemised within the part of the bill under which they arise.

11. Where more than one Counsel or expert has been retained, set out the fees charged for each Counsel or expert separately within the part of the bill concerned.

12. Where Solicitor’s, Counsel’s or an expert’s fees are not based on an hourly rate, particulars of an hourly rate are not required to be included.

13. Communications by letter, e-mail, telephone etc. of a routine nature need not be individually itemised. An indication may be given in the part of the bill concerned of the number of such letters or communications sent or made by the legal practitioner concerned (identifying generally the parties or persons to whom they were sent), or received by the legal practitioner.

14. (identifying generally the parties or persons to whom they were sent), or received by the legal practitioner.
### SUMMARY OF TOTAL COSTS CLAIMED

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitors’ Costs</td>
<td></td>
</tr>
<tr>
<td>VAT</td>
<td></td>
</tr>
<tr>
<td>Counsels’ Fees</td>
<td></td>
</tr>
<tr>
<td>VAT</td>
<td></td>
</tr>
<tr>
<td>Other disbursements</td>
<td></td>
</tr>
<tr>
<td>VAT</td>
<td></td>
</tr>
</tbody>
</table>

**Total costs claimed**

**VAT Registration No(s)**

---

### For Legal Costs Adjudicator’s use only

### SUMMARY OF TOTAL COSTS ALLOWED ON ADJUDICATION

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitors’ Costs</td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
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<td></td>
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<tr>
<td>VAT</td>
<td></td>
</tr>
<tr>
<td>Other disbursements</td>
<td></td>
</tr>
<tr>
<td>VAT</td>
<td></td>
</tr>
</tbody>
</table>

**Total costs allowed**
A. COSTS INCURRED BEFORE COMMENCEMENT OF PROCEEDINGS

SUMMARY OF SERVICES IN THIS SECTION OF THE BILL FOR WHICH COSTS ARE CLAIMED

[Set out a concise summary of the services for which the costs are claimed under section A. The nature of the instructions received, the specific inquiries and investigations undertaken. The nature of the facts and the law investigated and any experts or counsel retained and witnesses interviewed. The summary should avoid lengthy recital of the content of correspondence, reports or other documentation.]

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLICITORS’ COSTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item number</td>
<td>Date(s) on which or between which work carried out</td>
<td>Detailed description of work done for which costs are claimed</td>
<td>Claimed by party entitled €</td>
<td>For Legal Costs Adjudicator’s use only</td>
</tr>
<tr>
<td>Notes/ Amount disallowed (if any) in respect of amount claimed in column 4</td>
<td></td>
<td></td>
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<tr>
<td>A.1.1</td>
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<tr>
<td>A.1.2 etc.</td>
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<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<table>
<thead>
<tr>
<th>Solicitors</th>
<th>Name</th>
<th>Grade</th>
<th>Hourly rate (€)</th>
<th>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and</th>
</tr>
</thead>
<tbody>
<tr>
<td>[insert an additional row(s) for each person and/or rate concerned]</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Other staff
[insert an additional row(s) for each person and/or rate concerned]

<table>
<thead>
<tr>
<th>COUNSEL’S FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item number</td>
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<tr>
<td>A.2.1</td>
</tr>
<tr>
<td>A.2.2 etc.</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

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<th>Counsel</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Item number</th>
<th>Date(s) on which or between which work carried out</th>
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<th>Claimed by party entitled to €</th>
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</thead>
<tbody>
<tr>
<td>A.3.1</td>
<td></td>
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<td></td>
<td>Notes/ Amount disallowed (if any) in respect of amount claimed in column 4</td>
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<tr>
<td>A.3.2 etc.</td>
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<td></td>
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<tr>
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<td></td>
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</tbody>
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#### Hourly Rates for persons for whom an hourly rate is charged or claimed

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<tr>
<th>Experts</th>
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<th>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</th>
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</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Item number</th>
<th>Date(s) on which or</th>
<th>Description of expense claimed</th>
<th>Whether liable to VAT and rate</th>
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</thead>
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### B. COSTS FROM COMMENCEMENT TO TRIAL/SETTLEMENT DATE

#### SUMMARY OF SERVICES IN THIS SECTION OF THE BILL

FOR WHICH COSTS ARE CLAIMED

[Set out a concise summary of the services for which the costs are claimed under section B. Where the services relate to proceedings, outline the relief(s) claimed in the proceedings and the nature of the defence, the matters of fact and law pleaded, and the issues of fact and law in dispute, the course of the proceedings and the outcome at trial or settlement. The summary should avoid lengthy recital of the content of pleadings, evidence, correspondence or other documentation.]

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<th>Column 3</th>
<th>Column 4</th>
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</thead>
<tbody>
<tr>
<td>SOLICITORS’ COSTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item number</td>
<td>Date(s) on which or between which work carried out</td>
<td>Detailed description of work done for which costs are claimed</td>
<td>Claimed by party entitled</td>
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</tbody>
</table>

| Notes/ |
| Amount disallowed (if any) in respect of amount claimed in column 5 |
| B.1.1 | | | 
| B. 1.2 etc | | | 
| Total | | | 

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<table>
<thead>
<tr>
<th>Solicitors</th>
<th>Name</th>
<th>Grade</th>
<th>Hourly rate (€)</th>
<th>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</th>
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</table>

<table>
<thead>
<tr>
<th>Other staff</th>
<th>Name</th>
<th>Grade</th>
<th>Hourly rate (€)</th>
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**COUNSEL’S FEES**

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<th>Detailed description of work done for which costs are claimed</th>
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<tr>
<td></td>
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<td>Notes/</td>
</tr>
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</table>
### Hourly Rates for persons for whom an hourly rate is charged or claimed

<table>
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<tr>
<th>Counsel</th>
<th>Name</th>
<th>Hourly rate (£)</th>
<th>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</th>
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<tbody>
<tr>
<td>[insert an additional row(s) for each person and/or rate concerned]</td>
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**EXPERTS’ FEES**

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<th>Claimed by party entitled £</th>
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<td>Notes/ Amount disallowed (if any) in respect of amount claimed in column 4</td>
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B.2.1

B.2.2 etc.

Total

**Hourly Rates for persons for whom an hourly rate is charged or claimed**
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<th>Experts</th>
<th>Name</th>
<th>Hourly rate (€)</th>
<th>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</th>
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**EXPENSES**

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<td>Notes/ Amount disallowed (if any) in respect of amount claimed in column 5</td>
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<td>B.4.1</td>
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</tr>
<tr>
<td>B 4.2 etc.</td>
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<tr>
<td>Total</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
C. COSTS INCURRED DURING COURSE OF TRIAL/SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS

SUMMARY OF SERVICES IN THIS SECTION OF THE BILL
FOR WHICH COSTS ARE CLAIMED

[Set out a concise summary of the services for which the costs are claimed under section C. Where the work involves preparing for the trial or the hearing, set out the work done in briefing counsel, interviewing witnesses, where not already captured elsewhere, arranging pre-trial consultations, attendance and scheduling witnesses, compiling the brief for counsel, documents for use at and during the trial and where the matter does not proceed to a trial, work done in connection with negotiating a settlement and the required implementation thereof.]

<table>
<thead>
<tr>
<th>Column 1</th>
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SOLICITORS’ COSTS

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Hourly Rates for persons for whom an hourly rate is charged or claimed

| Solicitors [insert an additional row(s) for each person] | Name | Grade | Hourly rate (€) | Time spent by that person (by reference to time records kept, or if not kept, an}
and/or rate concerned]  

Other staff  
[insert an additional row(s) for each person and/or rate concerned]  

COUNSEL’S FEES  

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Hourly Rates for persons for whom an hourly rate is charged or claimed  

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<tr>
<th>Counsel</th>
<th>Name</th>
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EXPERTS’ FEES

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**Hourly Rates for persons for whom an hourly rate is charged or claimed**

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<th>Name</th>
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</tbody>
</table>

EXPENSES
## D. COSTS INCURRED SUBSEQUENT TO TRIAL

### SUMMARY OF SERVICES IN THIS SECTION OF THE BILL

[Where required, taking up Order of the Court, and/or arranging implementation of the settlement, dealing with the outstanding matters, such as discharge of special and other damages, payment of expert and witnesses’ charges and expenses, negotiation and accounting for party and party costs, if applicable and attending to outstanding matters.]

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
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<tbody>
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<tbody>
<tr>
<td>C.4.1</td>
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<td>C. 4.2 etc</td>
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<td>claimed in column 4</td>
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</tr>
<tr>
<td>D.1.1</td>
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<td>D.1.2 etc.</td>
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</table>

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

**Solicitors**

[insert an additional row(s) for each person and/or rate concerned]

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Hourly rate (€)</th>
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<table>
<thead>
<tr>
<th>Other staff</th>
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<td></td>
<td>Amount disallowed (if any) in respect of amount claimed in column 4</td>
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Author: Natasha Whyte
### Hourly Rates for persons for whom an hourly rate is charged or claimed

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<thead>
<tr>
<th>Counsel</th>
<th>Name</th>
<th>Hourly rate (€)</th>
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<th>Experts</th>
<th>Name</th>
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**EXPENSES**

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<tr>
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</tbody>
</table>

**E. (SEE NOTE 1 IN NOTES ON PREPARATION OF THE BILL OF COSTS)**

**SUMMARY OF SERVICES IN THIS SECTION OF THE BILL FOR WHICH COSTS ARE CLAIMED**

- [Set out a concise summary of the services undertaken, where not otherwise capable of being reasonably provided for in part A, B, C or D. Where the services relate to proceedings, outline the relief(s) claimed in the proceedings and the nature of the defence, the matters of fact and law pleaded, and the issues of fact and law in dispute, the course of the proceedings and the outcome at trial or settlement. The summary should avoid lengthy recital of the content of pleadings, evidence, correspondence or any other documentation.]
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### Hourly Rates for persons for whom an hourly rate is charged or claimed

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<th>Solicitors</th>
<th>Name</th>
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<tr>
<td>[insert an additional row(s) for each person and/or rate concerned]</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hourly Rates for persons for whom an hourly rate is charged or claimed

<table>
<thead>
<tr>
<th>Counsel</th>
<th>Name</th>
<th>Hourly rate (€)</th>
<th>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</th>
</tr>
</thead>
</table>

### EXPERTS’ FEES

<table>
<thead>
<tr>
<th>Item number</th>
<th>Date(s) on which or between which work carried out</th>
<th>Detailed description of work done for which costs are claimed</th>
<th>Claimed by party entitled €</th>
<th>For Legal Costs Adjudicator’s use only Notes/Amount disallowed (if any) in respect of amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experts</td>
<td>Name</td>
<td>Hourly rate (€)</td>
<td>Time spent by that person (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which the rate is claimed</td>
<td></td>
</tr>
<tr>
<td>---------</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXPENSES**

<table>
<thead>
<tr>
<th>Item number</th>
<th>Date(s) on which or between which expense incurred</th>
<th>Description of expense claimed</th>
<th>Whether liable to VAT and rate</th>
<th>Claimed by party entitled €</th>
<th>For Legal Costs Adjudicator’s use only</th>
<th>Notes/Amount disallowed (if any) in respect of amount claimed in column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.4.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.2 etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form No. 4. Notice of Application for Consideration of a Decision(s) and for a determination under Section 160(1) of the Legal Services Regulation Act 2015

No. 4

O. 99, r. 37

NOTICE OF APPLICATION FOR CONSIDERATION OF A DECISION(S) AND FOR A DETERMINATION UNDER SECTION 160(1) OF THE LEGAL SERVICES REGULATION ACT 2015

[Insert title of action, arbitration or as appropriate]

*Costs awarded to A.B. as Plaintiff [or as the case may be] in the above-entitled proceedings

*Costs between A.B. of …………. legal practitioner and C.D. of …………..as client

TAKE NOTICE that *I/*we as

*the person in whose favour the order to pay costs has been made

*the person who is the subject of the order to pay costs

*the client concerned

*the legal practitioner concerned

hereby apply to Legal Costs Adjudicator ………..

for consideration of the following decision(s) comprised in a *determination *report of the Legal Costs Adjudicator given on the …day of …………20…. and for a determination in respect thereof under section 160(1) of the Legal Services Regulation Act 2015 -

[Set out sequentially in a short and concise form the matters or items, or parts thereof, to which each objection relates to and the grounds and reasons for each such objection. e.g.

1 Decision not to confirm a charge of the sum of €……. for ……. (item [insert reference to item number and section in which it appears] in bill of costs)

   Grounds for this objection:

2 Decision to determine a different amount to be charged in the sum of €……. for ……. (item [insert reference to item number and section in which it appears] in bill of costs)

   Grounds for this objection:

   etc.]
Dated ..........................20........

Signed.....................................
of ........................................

To: Legal Costs Adjudicator ........
Office of the Legal Costs Adjudicators

And to....................................
of ........................................

*delete where inapplicable

[Office use only]

The initial return date assigned to this application is ..........................20........ The application for adjudication must be served so as to allow 14 clear days to elapse between the day of service and the initial return date.
Form No.5. Notice of Lodgment in Satisfaction of Costs

No 5

O. 99, r. 57(3), (4)

NOTICE OF LODGMENT IN SATISFACTION OF COSTS

[Title of action or matter].

Take notice that the [defendant, plaintiff, client, or as the case may be] has paid into Court the following sums, namely:

(i) in respect of [name] Solicitors, the sum (inclusive of Value Added Tax, where applicable) of €.....
(ii) in respect of A.B., Counsel, the sum (inclusive of Value Added Tax, where applicable) of €.....
   in respect of C.D., Counsel, the sum (inclusive of Value Added Tax, where applicable) of €..... €.....
(iii) in respect of all disbursements and outlay (other than in respect of legal practitioners’ fees), the sum of €.....

making in total the sum of €.....,

and says that that sum is enough to satisfy the claim for costs of the [plaintiff, defendant, legal practitioner, or as the case may be].

Dated

(Signed)

To [the party entitled to costs or legal practitioner concerned, as the case may be].
Form No. 6. Acceptance of Sum Paid into Court in Satisfaction of Costs

No. 6

O. 99, r. 58(1)

ACCEPTANCE OF SUM PAID INTO COURT IN SATISFACTION OF COSTS.

[Title of action or matter].

Take notice that the [plaintiff, defendant, legal practitioner, or as the case may be] accepts the sum of € .... paid by you into Court in satisfaction of the claim to costs in respect of which it is paid in.

Dated

(Signed)

To [the paying party or client concerned, as the case may be].
**Form No. 7. Certificate of Determination in the Matter of an Adjudication of Costs**
*(Party and Party)*

No. 7

O. 99, r. 28

CERTIFICATE OF DETERMINATION
IN THE MATTER OF AN ADJUDICATION OF COSTS
(PARTY AND PARTY)

Adjudication Reference

THE HIGH COURT

*[insert detail and record number to which the cause of matter relates]*

BETWEEN

*Party

AND

*Party

CERTIFICATE OF DETERMINATION

I have been attended by *[insert details of Solicitors] for the *[Plaintiff/Defendant etc.](amend as appropriate) and by *[insert details of Solicitor] on behalf of the *[Plaintiff/Defendant etc.](amend as appropriate). In pursuance of the Order of *[insert detail of Order, Award, as the case may be] dated the …. Day of …………, 20……., I have adjudicated on the costs of the *[Plaintiff/Defendant etc.](amend as appropriate) and I have Determined the amount allowed in the sum of *[state in words].

<table>
<thead>
<tr>
<th>Amount Claimed –</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductions –</td>
<td>€</td>
</tr>
<tr>
<td>Court Fee –</td>
<td>€</td>
</tr>
<tr>
<td>Amount Determined</td>
<td>€</td>
</tr>
</tbody>
</table>

Dated this ……. day of …………………, 20…….*[insert date]

*Paul M. Behan or *Niall O’Hanlon
Signed (*Chief) or Legal Costs Adjudicator

*delete and amend where inapplicable*
Form No. 7A. Interim Certificate of Determination in the Matter of an Adjudication of Costs (Party and Party)

No. 7A

O. 99, r. 37(2)

INTERIM CERTIFICATE OF DETERMINATION
IN THE MATTER OF AN ADJUDICATION OF COSTS
(PARTY AND PARTY)

IN THE MATTER OF S.160 (3) OF THE LEGAL SERVICES REGULATION ACT, 2015

IN THE MATTER OF ORDER 99 RULE 37 (2) OF THE RULES OF THE SUPERIOR COURTS (COSTS) 2019

Adjudication Reference

THE HIGH COURT

*[insert title to adjudication]

BETWEEN

*Party

AND

*Party

INTERIM CERTIFICATE OF DETERMINATION

I have been attended by [insert detail] for the [insert detail] and by insert detail] to Adjudicate on the [insert detail] costs pursuant to [insert detail]. I Adjudicated on the costs on the [insert detail].

The [insert detail] have/has requested a consideration of the Adjudication. The [insert detail] have requested an interim certificate of determination. I heard submissions from the parties on [insert detail].

I determine the sum of ........ thousand ........ Hundred and ................ euro and ........ cent together with Court fees of ...... thousand...........hundred and ................ euro and ...........cent making a total of ........thousand ..............euro and .......... cent by way of interim determination on account of the [insert detail] costs.

Dated this ........ day of .................., 20......

*Paul M Behan or *Niall O’Hanlon
Signed (*Chief) or Legal Costs Adjudicator

*delete and amend where inapplicable
Form No. 8. Certificate of Determination in the Matter of an Adjudication of Costs
(Legal Practitioner and Client)

No. 8

O. 99, r. 28

CERTIFICATE OF DETERMINATION
IN THE MATTER OF AN ADJUDICATION OF COSTS
(LEGAL PRACTITIONER AND CLIENT)

Adjudication Reference

* [insert detail of record number, cause or title to which the Adjudication arises]

BETWEEN

CLIENT

AND

* [insert detail of the legal practitioner]

LEGAL PRACTITIONER

CERTIFICATE OF DETERMINATION

I have been attended by *[insert details of Client/Legal Practitioner](amend as appropriate) and by *[insert details of Client/ Legal Practitioner](amend as appropriate) on behalf of the *[insert details of Client/ Legal Practitioner](amend as appropriate). In pursuance of the *[insert detail of cause or title to which the Adjudication arises]. I have adjudicated on the costs of the *[insert details of Client/Legal Practitioner](amend as appropriate) and I have Determined the amount allowed in the sum of *[state in words].

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Claimed</td>
<td>€</td>
</tr>
<tr>
<td>Deductions</td>
<td>€</td>
</tr>
<tr>
<td>Court Fee</td>
<td>€</td>
</tr>
<tr>
<td>Amount Determined</td>
<td>€</td>
</tr>
</tbody>
</table>

Dated this ........ day of .................., 20.......*[insert date]

*Paul M. Behan or *Niall O’Hanlon
Signed (*Chief) or Legal Costs Adjudicator

*delete and amend where inapplicable
Form No. 8A. Interim Certificate of Determination in the Matter of an Adjudication of Costs (Legal Practitioner and Client)

No. 8A

O. 99, r. 37(2)

INTERIM CERTIFICATE OF DETERMINATION
IN THE MATTER OF AN ADJUDICATION OF COSTS
(LEGAL PRACTITIONER AND CLIENT)
IN THE MATTER OF S.160 (3) OF THE LEGAL SERVICES REGULATION ACT, 2015
IN THE MATTER OF ORDER 99 RULE 37 (2) OF THE RULES OF THE SUPERIOR COURTS (COSTS) 2019

Adjudication Reference

*[insert title to adjudication]

BETWEEN

CLIENT

AND

* [insert detail of the legal practitioner]

LEGAL PRACTITIONER

INTERIM CERTIFICATE OF DETERMINATION

I have been attended by [insert detail] for the [insert detail] and by [insert detail] to Adjudicate on the [insert detail] costs pursuant to [insert detail]. I Adjudicated on the costs on the [insert detail].

The [insert detail] [have/has] requested a consideration of the Adjudication. The [insert detail] have requested an interim certificate of determination. I heard submissions from the parties on [insert detail].

I determine the sum of ........ thousand .......... Hundred and ................ euro and ........ cent together with Court fees of ...... thousand.........hundred and ..................... euro and ..........cent making a total of ........thousand ..............euro and ........ cent by way of interim determination on account of the [insert detail] costs.

Dated this ........ day of ....................., 20......

*Paul M. Behan or *Niall O’Hanlon
Signed (*Chief) or Legal Costs Adjudicator

*delete and amend where inapplicable
Form No. 8B. Certificate of Determination in the Matter of an Adjudication of Costs (Legal Practitioner and Client) – Where 15% Applies

No. 8B

O. 99, r. 37(2)

CERTIFICATE OF DETERMINATION
IN THE MATTER OF AN ADJUDICATION OF COSTS
(LEGAL PRACTITIONER AND CLIENT)

THE HIGH COURT

Adjudication Reference

*[insert title to adjudication]*

BETWEEN

CLIENT

AND

* [insert detail of the legal practitioner]*

LEGAL PRACTITIONER

CERTIFICATE OF DETERMINATION

I have been attended by *[insert details of Client/Legal Practitioner](amend as appropriate) and by *[insert details of Client/ Legal Practitioner](amend as appropriate) on behalf of the *[insert detail of cause or title to which the Adjudication arises]. I have adjudicated on the costs of the herein.
I have Determined the amount allowed in the net sum of *[state in words]*.

Having regard to the provisions of s.158 (3) of the Legal Services Regulation Act, 2015, the Court fee is to be deducted from the sum adjudicated. Having regard to s.158(4) of the Legal Services Regulation Act, 2015, that sum is set-off against the aggregate amount determined.

| Amount Claimed | € |
| Deductions | € |
| Court Fee | € ( ) |
| **Amount Determined** | € |

Dated this ……. day of ………………….., 20…….

*Paul M. Behan or *Niall O’Hanlon
Signed (*Chief) or Legal Costs Adjudicator

*delete and amend where inapplicable
CERTIFICATE OF DETERMINATION
IN THE MATTER OF AN ADJUDICATION OF COSTS
(LEGAL PRACTITIONER AND CLIENT)

THE HIGH COURT

Amount Claimed – €
Deductions – €
Court Fee – € ( )
Costs of Adjudication € ( )
Amount Determined €

Dated this ……. day of …………………., 20…….

*Paul M. Behan or *Niall O’Hanlon
Signed (*Chief) or Legal Costs Adjudicator

*delete and amend where inapplicable

No. 9

O. 99, r. 24

NOTICE
IN THE MATTER OF AN ADJUDICATION OF COSTS
IN THE MATTER OF s.163 OF THE LEGAL SERVICES REGULATION ACT, 2015 AND
IN THE MATTER OF O. 99 r, 24(1)(iv) *

Adjudication Reference

*[insert detail to which the cause of matter relates]

BETWEEN

*Party

AND

*Party

NOTICE
Take notice that *[insert party] this matter will be listed on *[insert date] for the purposes of *[insert detail] and the matter will be grounded upon *[insert details of the application, briefly, the nature of the relief sought and the grounds upon which such is sought, together with any documentation upon which the applicant intends to rely upon]

Dated […..] day of […………….] [20….]*[insert date]

Signed ………………………………………………..

To – Party against which relief is sought

To Assigned Adjudicator

*Insert detail where applicable
Form No.10. Consent - In the Matter of s.7(3) of the Courts Act, 2016, In the Matter of s.165 of the Legal Services Regulation Act, 2015

No. 10

IN THE MATTER OF THE COURTS (SUPPLEMENTAL PROVISIONS) ACT, 1961
IN THE MATTER OF SECTION 7(3) OF THE COURTS ACT, 2016
IN THE MATTER OF SECTION 165 OF THE LEGAL SERVICES REGULATION ACT, 2015

CONSENT

The Parties in this matter consent to the Taxing Master or Legal Costs Adjudicator, resuming the matter in accordance with the provisions of Section 7(3) of The Courts act, 2016

Dated […..] day of [……………….] [20….]*[insert date]

Signed

................................. .................................
Party for the Costs              Party Opposing the Costs
Form No. 11. Affidavit of Tots

No. 11

O. 99, r. 28

AFFIDAVIT OF TOTS OF COSTS

Adjudication Reference

THE HIGH COURT

[Insert title of action, arbitration or as appropriate]

I, [insert the name of the person who is swearing the affidavit] of [insert address], aged 18 years and upwards make oath and say that I have carefully, and to the best of my ability totted the gross amount appearing at the foot of the Bill of Costs, hereunto annexed, and also the deductions made thereout by the (Chief) or Legal Costs Adjudicator, and that the respective sum of [insert gross amount of Bill of Costs] and [insert amount deducted], stated therein respectively, to be the gross amount thereof and deductions thereout are respectively true and correct, and that the sum of [insert amount certified in words], is the true balance on foot of such costs to the best of my knowledge, calculation and belief.

Signed ………………………………………

SWORN before me, the ……day of …………………20….. at my Office, 1st Floor Merchants House, 27/30 Merchants Quay, Dublin 8 and I know the Deponent.

Signed ………………………………………

*Registrar of the Office of the Legal Costs Adjudicators
/*Practicing Solicitor/ *Commissioner for Oaths

*delete and amend where inapplicable
CERTIFICATE OF IN CAMERA STATUS
IN THE MATTER OF AN ADJUDICATION OF COSTS
AND IN THE MATTER OF s.140(3)(a)(i)(ii) OF THE LEGAL SERVICES REGULATION
ACT, 2015

THE HIGH COURT

Adjudication Reference No:- H:LCA:OLCA:**

BETWEEN

*[insert detail to which the cause or matter relates]

CERTIFICATE OF IN CAMERA STATUS

I*/We* certify that the above adjudication ***relates to / ***does NOT relate to an application for adjudication of legal costs, as between the parties, which proceedings

(i) were held otherwise than in public, or,

(ii) If there had been a hearing, would have been held otherwise than in public

Dated […] Day of […] 20…

Insert name and signature of Legal Practitioner representing party applying for adjudication

*Insert detail from title.
**Insert detail as indicated by the Adjudicator’s Office
***Delete where inapplicable