

# Changes in Budget Management

## (to apply as from 6<sup>th</sup> April 2016\*)

\*The rules state that these changes apply in respect of cases where proceedings are commenced from the 6<sup>th</sup> April 2016 however, we will be using the new rules for all cases from 6<sup>th</sup> April 2016.

If your case is valued £50,000.00 or less :

You **must** file page 1 of the Precedent H with the Directions Questionnaire

You **must** file Precedent R no later than 7 days prior to the CMC/CCMC

If your case is valued in excess of £50,000.00 :

You **must** file the Precedent H no later 21 days before the CMC/CCMC

You **must** file the Precedent R no later than 7 days prior to the CMC/CCMC

- In every case, we will need you to complete and send the attached questionnaire to us before we can commence work on your case.

## The Precedent H has changed :

- 1) Costs of preparing the budget process are not to be included in the draft budget in any phase. The figure will be inserted once approved by the Court.
- 2) If valued less than 50,000.00, only the 1<sup>st</sup> page of the PH is to be filed.
- 3) No other documents required at CMC/CCMC – only PH and PR.
- 4) All Experts must be contacted to obtain copies of all incurred fees and future fees are required. Each Expert and their fees are now listed separately (see our questionnaire attached).

**Failure to deal with any of the above steps can result in the Court disallowing all costs !**

## The new "Precedent R" :

This is a new form designed to summarise the result of the budgeting process. We shall complete this once we have dealt with budgeting on your behalf. All we ask from you is to provide us with instructions asap.

## What we need you to do :

- 1) We require instructions as soon as the Directions Questionnaire arrives.
- 2) We enclose our Questionnaire. This must be fully completed in order for us to properly complete your Precedent H.
- 3) We need instructions on negotiations as a priority
- 4) We must have instructions at least 7 days prior to any deadline

## Instructions to Law Costing Ltd

### Case Plan/Questionnaire for Cost Budget Preparation

Date of Hearing/final date for Precedent H filing :

Damages estimate:

Number of Witness Statements to be obtained :

Estimated length of Trial :

I have enclosed Claimant's draft Directions : **YES / NO**

Do you anticipate any contingent cost to be considered and if so, provide details :

Please complete the below medical expert information table :

Name and type of Medical Expert	Cost of examination	Cost of Part 35 questions	Cost of Joint Statement	Cost of attending Court for Trial
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£

**Please complete the below (other) expert information table :**

Name / type of Expert	Cost of examination	Cost of Part 35	Cost of Joint Statement	Cost of attending Court Hearing for a Trial
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£

**Counsel :**

Name of Counsel	Fee for CMC	Fee for Advice in Conference	Fee for general advice	Fee for Pre Trial review	Fee for attendance at Trial
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£

**Any further cost budget information :**

Time taken to complete this Case Plan/Questionnaire \_\_\_\_\_

Fee Earner name \_\_\_\_\_

Date \_\_\_\_\_