



LEGAL COSTING CHECKLIST

ASSISTS WITH SWIFT COSTING OF YOUR FILE

<i>Files forwarded for costing</i>	✓ ✘
Detailed letter of instruction drawn for Blackstone	<input type="checkbox"/>
Entire file packed including Counsel brief(s), Court Books etc	<input type="checkbox"/>
Relevant Costs Order/settlement document attached to letter of instruction? <i>*Judge made orders don't need to be certified at this stage</i>	<input type="checkbox"/>
If no order on file: Proceed to organise authentication of orders <i>*If costs awarded by judgment</i>	<input type="checkbox"/>
Account/Disbursement listing attached to letter of instruction	<input type="checkbox"/>
Cheques for relevant courts in anticipation of Summons <i>*Optional: to fast track recovery of costs</i>	<input type="checkbox"/>
County - \$56.20 \$ 170.80 Supreme - \$300.80 Magistrates - \$34.20 VCAT - \$142.10	
<i>Callover</i>	✓ ✘
Cheques for issuing Summons for Taxation, if not already provided.	<input type="checkbox"/>
Authentication of judge made order forwarded to Blackstone(if appropriate) if not already provided.	<input type="checkbox"/>
All disbursements accounted and satisfied in the bill of costs.	<input type="checkbox"/>
Any objections / offers of compromise received & forwarded to Blackstone?	<input type="checkbox"/>
<i>Taxation</i>	✓ ✘
All outstanding accounts paid.	<input type="checkbox"/>
Proof of payment for all paid accounts <i>*Supreme Court</i>	<input type="checkbox"/>
Outstanding Counsel fees calculated and cheques drawn	<input type="checkbox"/>
Entire file packed including Counsel brief(s), Court Books etc <i>*2 weeks prior to taxation date</i>	<input type="checkbox"/>
Forwarded file together with cheques for Counsel to Blackstone.	<input type="checkbox"/>

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