LETTERS OF INSTRUCTIONS

HELPS STREAMLINE YOUR COSTS RECOVERY

Letters of instructions should be clear, concise and contain the following particulars:

- Detailed instructions and any pertinent information.
- Your point of contact for liaison with our office.
- Copy of the relevant Costs Order. Please be clear as confusion may arise if more than one costs order has been made in one proceeding.
- Clear instructions as to the type of work required (eg. Party-Party, detailed Bill of Costs).
- Disbursement listing and/or list of disbursements.
- Fast-track settlement of your legal costs, by attaching cheque(s) payable to the relevant court:
  - Magistrates Court $ 34.20 *Application filing fee*
  - County Court: $ 56.20 *Issuing fee*
  - $170.80 *First hour of taxation*
  - Supreme Court $300.80 *Issuing fee, includes 1st hour of taxation*
  - VCAT $142.10 *Issuing fee*

**Note: These fees are reviewed annually.*

©Copyright Blackstone Legal Costing 2007

Blackstone Legal Costing Factsheets are free to download. You may use them on your website or newsletter provided they appear in original form and a link to the Blackstone Legal Costing website is included.

By using any of our factsheets, you agree to indemnify Blackstone Legal Costing, its directors, officers and employees from any losses, claims, damages and liabilities which arise out of their use.