***FORM A 1.1 GENERAL INFORMATION FOR Lodging Party***

***Application by CLIENT***

**Form A 1.1 is intended for applications under both *Legal Profession Uniform Law (NSW*)** (which applies if first instructions given on or after 1 July 2015) **and/or the *Legal Profession Act 2004* (**which applies if first instructions given before 1 July 2015).

 *(For any applications under the Legal Profession Act 1987 Pt 11 as preserved by the Legal Profession Act 2004 Sch 9 cl 18, adapt this form appropriately).*

1. Before applying for assessment of lawyer’s bill consider making a list of items in the bill that you object to and why. Consider speaking to the partner at the law practice about the problems with the bill so that you can try to resolve any dispute more quickly and without it costing more money.

1. If not able to resolve any dispute, read this application carefully and complete it as requested in the application.

1. Please ensure that you include the correct description of the respondent law practice (eg Name (of all the partners) trading as ……(name of the law firm); or name of the corporation that runs the law practice etc)
2. This application must be lodged **within 12 months** after (in summary) the bill was given or request for payment made or the legal costs paid if no bill given. Please check the relevant legal profession legislation to ensure that application is within time or for options for seeking any additional time.
3. **Three hard copies of the application** and attachments are required by the Costs Assessment Section. You should **keep an extra copy for your records** – we do not return stamped copies.
4. An **application fee** must be submitted being the greater of:
5. $100 or
6. 1% of the unpaid bill or
7. 1% of the total costs in dispute.
8. This **fee can be paid by** bank cheque or money order to Supreme Court of NSW or if attending in person only, by credit card.
9. The application is lodged by:
10. **attending Level 5, Supreme Court, Law Courts Building Queens Square, Sydney** (business hours 9am – 5pm) OR
11. posting to **Manager Costs Assessment, c/o Supreme Court of NSW, GPO Box 3, Sydney NSW 2001 (or DX 829 Sydney)**
12. Once application is received, the Manager Costs Assessment is required to send a copy of the application to the costs respondent with a notice requesting any response within 21 days after receipt of that notice. The application and any response will then be referred to a Costs Assessor for assessment. Parties will be advised of their details. A copy of any response will be forwarded to the applicant with the advice of the Costs Assessor details.