

**DRAFT**

**Annex 3**

**CLCA: Part 3**  
**Statement of competence**  
**Drafting pleadings & procedural documents**

This statement sets out competence on the drafting of process and procedural documents expected of a Costs Lawyer at the point of qualification.

**9. PLEADINGS & PROCEDURAL DOCUMENTS**

9(a)	Costs budgets	General Precedent H
9(b)	Precedent R discussion report	Applicable civil procedures Practice direction Form and content
9(c)	Statement of costs	For summary assessment: <ul style="list-style-type: none"><li>• Applicable civil procedures</li><li>• Practice direction</li><li>• Form and content</li></ul> For detailed assessment: <ul style="list-style-type: none"><li>• Applicable civil procedures</li><li>• Practice direction</li><li>• Form and content</li></ul>
9(d)	Bills of costs	Introduction, requirements, amendments to bills & certification on the following bills of costs: <ul style="list-style-type: none"><li>• Inter-parties (old format)</li><li>• Inter-parties (e/bill)</li><li>• Solicitor &amp; own client</li><li>• Interim</li><li>• Final</li><li>• Gross sum bills</li><li>• Bills containing detailed items</li><li>• Cash accounts</li><li>• Powers to order delivery of bills</li></ul>
9(e)	What may/may not be charged	VAT Interest Unusual expense Costs before proceedings Time expenditure including estimated time Letters Email

		Text Fax Telephone attendance Travelling costs Admin costs inc. photocopying, office expenses, non-fee earners, use of courier
9(f)	Precedent Q to accompany bill of costs	Applicable civil procedure rule & practice direction Form and content
9(g)	Notice of commencement	Applicable civil procedure rule & practice direction Form and content
9(h)	Part 8	Acknowledgment Defence Costs only proceedings claim form Costs only proceedings particulars of claim Request for detailed or professional assessment
9(i)	Counsel	Instruction to Counsel Instruction of leading Counsel and more than one Counsel
9(j)	Statement of parties	Applicable civil procedure rule & practice direction Form and content
9(k)	Statement of account (solicitor & client)	Applicable civil procedure rules Practice direction Form and content
9(l)	Applications	Applicable civil procedure rules Practice direction Form and content
9(m)	Witness statements	Applicable civil procedure rules Form & content
9(n)	Request for default costs certificate	Applicable civil procedure rules Practice direction Form and content
9(o)	Points of dispute	Applicable civil procedure rules Practice direction Form and content
9(p)	Points of reply	Applicable civil procedure rules Practice direction

		Form and content
9(q)	Request for further information	Applicable civil procedure rules Practice direction Form and content
9(r)	Skeleton arguments	Applicable civil procedure rules Practice direction Form and content
9(s)	Written submissions	Applicable civil procedure rules Practice direction Form and content
9(t)	Interim & final costs certificates	Applicable civil procedure rules Practice direction Form and content of application
9(u)	Appeals	Applicable civil procedure rules Practice direction Appellant notice: Form & content Respondents notice: Form & content