

Precedent S Reference Sheets

Phase and Task Codes

Phase Code	Task Code	Phase in Bill of Costs	Phase in Precedent H	Task Name	Task Description	Phase Sort Order Number	Task Sort Order Number
P1		Initial and Pre-Action Protocol Work	Pre-Action Costs		Work relating to the obtaining of instructions, identification of witnesses, dealing with locus and evidential issues, dealing with and identifying legal issues arising from the case and strategy, and dealing with any protocol related matters, if not covered elsewhere.	1	
	T1	Initial and Pre-Action Protocol Work	Pre-Action Costs	Factual investigation	Work required to understand the facts of the case including instructions from the client and the identification of potential witnesses		1
	T2	Initial and Pre-Action Protocol Work	Pre-Action Costs	Legal investigation	Includes identification of the legal issues raised by the case facts and developing the strategy for the case.		2
	T3	Initial and Pre-Action Protocol Work	Pre-Action Costs	Pre-action protocol (or similar) work	Communications at an initial stage in compliance with pre-action protocol including letters before action and responses.		3

P2		Issue / Statements of Case	Issue / Statements of Case		Covers issue and acknowledgment of proceedings, Statements of Case and Further Information requests/responses. Includes taking instructions, making inquiries and searches, researching, drafting, editing, filing and all meetings and communications for the purpose of such documents.	2	
	T4	Issue / Statements of Case	Issue / Statements of Case	Issue and Serve Proceedings and Preparation of Statement(s) of Case	Work related to effecting service, including dealing with process servers or the foreign process office. Work in preparation of claims, petitions and any other originating process, Statements of Case, Part 20 proceedings, including reviewing those of other parties whether or not a responsive document is served. Includes all work with counsel thereon and all dealings with client and others in connection therewith. In appeals includes Appellants' and Respondents' Notices and supporting skeleton arguments.		4
	T5	Issue / Statements of Case	Issue / Statements of Case	Review of Other Party(s)' Statements of Case	Considering Other Party(s)' Claim Form and Statements of Case.		5
	T6	Issue / Statements of Case	Issue / Statements of Case	Requests for Further Information	Preparing and considering requests for Further Information and responses thereto.		6
	T7	Issue / Statements of Case	Issue / Statements of Case	Amendment of Statements of Case	Preparing and considering amendments to originating process, Statements of Case, Part 20 proceedings. In appeals refers to amendments to Appellants' and Respondents' Notices and supporting skeleton arguments.		7

P3	T8	Case Management Conference	CMC	Case Management Conference	Work relating to such hearings and the preparation for them, including PTR and CMC's. This does not include interim applications heard at the same time (excludes costs management).	3	8
P4		Disclosure	Disclosure		Work relating to gathering and reviewing documents for potential disclosure, preparing disclosure lists and practical steps of disclosure.	4	
	T9	Disclosure	Disclosure	Preparation of the disclosure report and the disclosure proposal	Preparation of the disclosure report and the disclosure proposal to comply with obligations that came in on 1-April-2013 (applicable to both manual and e-disclosure). All Disclosure related work required for the CMC. Additionally, this task encompasses work such as determining the location of documents, letters to client re disclosure obligations and setting up client based disclosure teams.		9
	T10	Disclosure	Disclosure	Obtaining and reviewing documents	Obtaining and reviewing documents to determine relevance (applicable to both manual and e-disclosure).	T10	10
	T11	Disclosure	Disclosure	Preparing and serving disclosure lists	Preparing and serving disclosure lists (applicable to both manual and e-disclosure).		11
	T12	Disclosure	Disclosure	Inspection and review of the other side's disclosure for work undertaken after exchange of	Inspection and review of the other side's disclosure for work undertaken after exchange of disclosure lists (applicable to both manual and e-disclosure).		12

				disclosure lists.			
P5		Witness statements	Witness statements		Work that relates to the identification of potential witnesses and preparing their evidence for trial (excludes witness evidence in relation to interim applications).	5	
	T13	Witness statements	Witness statements	Taking, preparing and finalising witness statement(s)	Work involved in identifying appropriate witnesses, tracing and communicating with same, taking instructions for, preparing and serving witness statements or affidavits, preparing and serving witness summaries, preparing and serving any notices under Civil Evidence or similar Acts, preparing and serving witness summonses, including reviewing other materials for these purposes and all dealings with client, witnesses, inquiry agents, counsel, Other Party(s) and others in relation to own side witness statements.		13
	T14	Witness statements	Witness statements	Reviewing Other Party(s)' witness statement(s)	Considering Other Party(s)' witness statements, affidavits, witness summaries, Civil Evidence Act or similar notices, reviewing same in context of other evidence and material, considering strategy to deal with issues raised.		14
P6		Expert reports	Expert reports		Work that relates to the identification of potential experts and preparing their evidence for trial (excludes expert evidence in relation to interim applications).	6	

	T15	Expert reports	Expert reports	Own expert evidence	Identifying and interviewing experts and consultants (testifying or non-testifying), working with them, and developing expert reports. Reviewing case in the light of such evidence. Considering questions asked by Other Party(s) of own experts and experts' responses. Arranging experts' discussions. Considering reports of experts' discussions. Includes all communications or other work with counsel, and all communications with Other Party.		15
	T16	Expert reports	Expert reports	Other Party(s)' expert evidence	Considering Other Party(s)' expert evidence, preparing and asking questions of their experts, considering replies, reviewing case in light of such evidence.		16
	T17	Expert reports	Expert reports	Joint expert evidence	As [JH10] (own expert evidence) with appropriate modifications.		17
P7	T18	Pre-Trial Review	PTR	Pre Trial Review	Work in preparing for and attending any Pre Trial Review (excluding Costs Management).	7	18
P8		Trial preparation	Trial preparation		Work for the preparation of the trial not included in the other phases.	8	
	T19	Trial preparation	Trial preparation	Preparation of trial bundles	Time spent identifying documents for inclusion in the trial bundles, working with the other parties to agree the trial bundles, preparing and updating the trial bundles.		19
	T20	Trial preparation	Trial preparation	General work regarding preparation for trial	All other time spent in preparing for and supporting a trial, including developing overall trial strategy, preparing own witnesses for trial, working on cross-examination, preparing opening and closing arguments, , identifying documents for use at trial, preparing demonstrative materials, making any physical arrangements for trial etc		20

P9		Trial	Trial		Covers preparation for advocacy including written trial submissions and all other work from the first day on which a trial or appeal begins or, if settled, was due to begin.	9	
	T21	Trial	Trial	Advocacy	Preparation by advocates of written and oral openings, closings or skeleton arguments; preparation for examination of witnesses; preparation of and for all applications made during trial; considering all submissions of other parties; attendance of advocates during trial. Includes all dealings by advocates with others (e.g. solicitors, clients, witnesses) for these purposes.		21
	T22	Trial	Trial	Support of advocates	Work by lawyers other than advocates relating to the above matters and all attendances at court on trial days including conferences or meetings before or after court and travel and waiting. Where there is a substantial gap between trial days, work should be allocated to whichever is the more appropriate of the Trial Preparation and Trial phases.		22
	T23	Trial	Trial	Judgment and post-trial activity	Considering draft judgments, preparing and considering any written responses to the court, submissions or skeleton arguments in relation to judgment or consequential orders, preparation for and attendance at hearings when reserved judgments handed down or consequential orders considered, all dealings relating to form of judgment or order. Includes all meetings and communications relating thereto.		23
P10		ADR / Settlement	ADR / Settlement		Work that is directed to settlement including ADR	10	

	T24	ADR / Settlement	ADR / Settlement	Mediation	Work related to proposals for mediation, preparation and attendance at the mediation and any follow-up work.		24
	T25	ADR / Settlement	ADR / Settlement	Other Settlement Matters	Work that is directed to settlement including Part 36 and other offers and consequent negotiations (includes all forms of ADR other than mediation).		25
P11		Interim Applications and Hearings (Interlocutory Applications)	Contingencies		Work covering all proposed and actual interim applications and hearings. Includes taking instructions, making inquiries, research, preparing and filing applications, supporting evidence and skeleton arguments including reviewing those of other parties whether or not a responsive document is served, preparing for and attending hearings and all meetings and communications for the purpose of such applications or hearings.	11	
	T26	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Applications relating to originating process or Statement of Case or for default or summary judgment	Includes applications as to service or jurisdiction, to strike out or amend all or part of a claim or Statement of Case, or for the variation of parties.		26
	T27	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Applications for an injunction or committal	Work performed related to applications for an injunction or committal.		27

	T28	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Applications for disclosure or Further Information	Work performed related to applications for disclosure or Further Information		28
	T29	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Applications concerning evidence	Work performed related to applications concerning evidence		29
	T30	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Applications relating to Costs alone	Includes applications for security for costs, costs capping and protective costs orders. Does not include budgeting or costs management orders which are dealt with at [JB40]. Does not include applications proceeding as to costs alone where a substantive application for some other relief has settled.		30
	T31	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Permission applications	All permission applications where permission to proceed is required, such as in judicial review proceedings or on appeal.		31
	T32	Interim Applications and Hearings (Interlocutory Applications)	Contingencies	Other applications	All other types of application not covered by the categories above		32
P12	T33	Funding	N/A	Funding	All work relating to reviewing funding options, securing funding and reports to funders during the life of the case.	12	33

P13		Budgeting incl. costs estimates	N/A		All work throughout the life of the case relating to budgeting and costs management, excluding the 'costs assessment' and 'funding' related work and preparation for and attendance at any costs management hearing, all of which have discrete phases.	13	
	T34	Budgeting incl. costs estimates	N/A	Budgeting - own side's costs	Preparing budgets solely for the client and monitoring costs incurred for the purposes of any required variations. Performing budgetary work related to obtaining third party funding/ATE insurance.		34
	T35	Budgeting incl. costs estimates	N/A	Budgeting - Precedent H	Initially completing Precedent H - This task is confined to preparing and compiling the first budget required by the court in the form of Precedent H.		35
	T36	Budgeting incl. costs estimates	N/A	Budgeting - between the parties	Work on budgeting between the parties following initial completion of the first budget, including the monitoring of costs incurred against the budget and any applications for variation of a budget.		36
P14	T37	Costs Management Conference	N/A	Costs Management Conference	Work in preparing for and attending any Costs Management Conference / Hearing including the hearing of any applications to vary a budget.	14	37
P15		Costs Assessment	N/A		Work related to the assessment or agreement of costs following trial or settlement of the underlying action	15	
	T38	Costs Assessment	N/A	Preparing costs claim	Includes the reconciliation of the costs claimed to any approved budget in and the preparation of the bill of costs for detailed assessment		38
	T39	Costs Assessment	N/A	Points of dispute, Replies and Negotiations	Work on the formal procedural steps under CPR 47 following service of a bill of costs together with Part 36 and other offers to settle costs and consequent negotiations		39

	T40	Costs Assessment	N/A	Hearings	Includes preparation for and attendance at hearings for directions and interim certificate applications as well as the detailed assessment itself		40
	T41	Costs Assessment	N/A	Post Assessment Work (excluding Hearings)	Includes post-hearing calculations and all other work required to finalise the amounts due for principal, interest and the costs of the assessment		41

Activity Codes

Activity Code	Activity Name	Activity Description	Activity Sort Order Number
A1	Appear For/Attend	Any appearance for or attendance at a scheduled event related to the matter	1
A2	Communicate (with Counsel)	Any communication by letter, fax, email, telephone, meetings and conferences with own-side Counsel	2
A3	Communicate (with client)	Any communication by letter, fax, email, telephone, meetings and conferences with client	3
A4	Communicate (witnesses)	Any communication by letter, fax, email, telephone, meetings and conferences with witnesses	4
A5	Communicate (experts)	Any communication by letter, fax, email, telephone, meetings and conferences with experts	5
A6	Communicate (Other Party(s)/other outside lawyers)	Any communication by letter, fax, email, telephone, meetings and conferences with opposing lawyers or other outside lawyers not representing the client	6
A7	Communicate (other external)	Any communication by letter, fax, email, telephone, meetings and conferences with other external parties not already categorised within these activity codes.	7

A8	Communicate (internally within legal team)	Any internal communications within firm.	8
A9	Billable Travel Time	Includes time spent waiting associated with the matter when other billable services are not performed for the client.	9
A10	Plan, Prepare, Draft, Review	Any planning or preparation associated with a matter; Any drafting or revision or other preparation of documents or other material; Any review or analysis of documents or other material; Any handling of documents, files or data.	10

Disbursement Codes

Expense Code	Expense Name	Expense Sort Order Number
X1	Counsel's Fees	1
X2	Experts' Fees	2
X3	Court Fees	3
X4	Arbitrators' or Mediators' Fees	4
X5	Witness Expenses	5
X6	Transcripts	6
X7	Litigation Support Suppliers (incl eDisclosure)	7
X8	Consultants, Other Professionals or Foreign Lawyers	8
X9	Travel Expenses	9
X10	Copying/Imaging	10
X11	ATEI Premiums	11
X12	Medical Records	12
X13	Translation Costs	13
X14	Bank Fees	14
X15	Process Server Fees	15