

Schedule 2: phases, tasks, activities and expenses

1. The phases are:

	Phase in Bill of Costs	Phase in Precedent H
1	Initial and Pre-Action Protocol Work	Pre-Action Costs
2	Issue / Statements of Case	Issue / Statements of Case
3	Case Management Conference	CMC
4	Disclosure	Disclosure
5	Witness statements	Witness statements
6	Expert reports	Expert reports
7	Pre-Trial Review	PTR
8	Trial preparation	Trial preparation
9	Trial	Trial
10	ADR / Settlement	ADR / Settlement discussions
11	Interim Applications and Hearings (Interlocutory Applications)	Contingencies
12	Funding	N/A
13	Budgeting incl. costs estimates	N/A
14	Costs Management Conference	N/A
15	Costs Assessment	N/A

2. The tasks are:

	Phase		Task
1	Initial and Pre-Action Protocol Work		
		1	Factual investigation
		2	Legal investigation
		3	Pre-action protocol (or similar) work
2	Issue / Statements of Case		
		4	Issue and Serve Proceedings and Preparation of Statement(s) of Case
		5	Review of Other Party(s)' Statements of Case
		6	Requests for Further Information
		7	Amendment of Statements of Case
3	Case Management Conference		
		8	Case Management Conference
4	Disclosure		
		9	Preparation of the disclosure report and the disclosure proposal
		10	Obtaining and reviewing documents
		11	Preparing and serving disclosure lists
		12	Inspection and review of the other side's disclosure for work undertaken after exchange of disclosure lists.
5	Witness statements		
		13	Taking, preparing and finalising witness statement(s)

		14	Reviewing Other Party(s)' witness statement(s)
6	Expert reports		
		15	Own expert evidence
		16	Other Party(s)' expert evidence
		17	Joint expert evidence
7	Pre-Trial Review		
		18	Pre-Trial Review
8	Trial preparation		
		19	Preparation of trial bundles
		20	General work regarding preparation for trial
9	Trial		
		21	Advocacy
		22	Support of advocates
		23	Judgment and post-trial activity
10	ADR / Settlement		
		24	Mediation
		25	Other Settlement Matters
11	Interim Applications and Hearings (Interlocutory Applications)		
		26	Applications relating to originating process or Statement of Case or for default or summary judgment
		27	Applications for an injunction or committal
		28	Applications for disclosure or Further Information
		29	Applications concerning evidence
		30	Applications relating to Costs alone
		31	Permission applications
		32	Other applications
12	Funding		
		33	Funding
13	Budgeting incl. costs estimates		
		34	Budgeting - own side's costs
		35	Budgeting - Precedent H
		36	Budgeting - between the parties
14	Costs Management Hearing		
		37	Costs Management Hearing
15	Costs Assessment		
		38	Preparing costs claim
		39	Points of dispute, Replies and Negotiations
		40	Hearings
		41	Post Assessment Work (excluding Hearings)

3. The activities are:

	Activity
1	Appear For/Attend
2	Communicate (with Outside Counsel)
3	Communicate (with client)
4	Communicate (witnesses)
5	Communicate (experts)
6	Communicate (Other Party(s)/other outside lawyers)
7	Communicate (other external)
8	Communicate (internally within legal team)
9	Billable Travel Time
10	Plan, Prepare, Draft, Review

4. The expense categories include but are not limited to:

	Expense
1	Counsel's Fees
2	Experts' Fees
3	Court Fees
4	Arbitrators' or Mediators' Fees
5	Witness Expenses
6	Transcripts
7	Litigation Support Suppliers (incl. eDisclosure)
8	Consultants, Other Professionals or Foreign Lawyers
9	Travel Expenses
10	Copying/Imaging
11	ATEI Premiums
12	Medical Records
13	Translation Costs
14	Bank Fees
15	Process Server

5. Descriptions of the tasks and activities are set out in Precedent S.