

# Request for a Default Costs Certificate

<b>Name of court</b>	
<b>Claim no.</b>	
<b>Fee Account no.</b>	
<b>Claimant (include Ref.)</b>	
<b>Defendant (include Ref.)</b>	

I certify that (1) notice of commencement (2) the bill of costs and (3) a copy of the document giving the right to detailed assessment, were served on the paying party  
(and give details of any other party served with the notice)

on ..... (insert date)

Copies of (1) and (3) are attached.

I also certify that I have not received any points of dispute and that the time for receiving them has now elapsed.

I now request the court to issue a certificate for the amount of the bill of costs plus such fixed costs and court fees as are appropriate in this case.

**Signed** .....  
(Claimant)(Defendant)(’s legal representative)

**Date** .....