



An tSeirbhís Chúirteanna  
Courts Service  
IRELAND

# ***LEGAL COSTS ADJUDICATION (LCA)***

## **CSOL System User Manual**

for

**Legal Practitioners and Legal Costs Accountants**



*Version 2 - 27<sup>th</sup> February 2020*

Office of the Legal Costs Adjudicators

# Table of Contents

Glossary.....	4
Data Convention .....	5
<b>1. Introduction .....</b>	<b>6</b>
<b>2. What is CSOL .....</b>	<b>6</b>
<b>3. Setting up a User Account and Signing into CSOL .....</b>	<b>6</b>
3.1 Court System (CSOL) Login Screen.....	6
3.2 Setting Up a Legal Firm / Legal Costs Accountant account .....	7
3.3 Signing into your account .....	11
<b>4. Landing Page Menu Bar Functions.....</b>	<b>11</b>
<b>4.1 My Dashboard.....</b>	<b>11</b>
4.1.1 My Dashboard Home Page for Legal Firm Users .....	12
4.1.2 My Dashboard Home Page for Legal Costs Accountant Users.....	12
<b>4.2 Case List .....</b>	<b>13</b>
4.2.1 How to Filter the Case List .....	14
4.2.2 Case Screen .....	15
4.2.2.1 Plaintiff / Defendant Tabs .....	16
4.2.2.2 Case Detail Tab.....	16
4.2.2.3 Summary of Costs Tab.....	17
4.2.2.4 Listings Tab.....	18
4.2.2.5 Events Tab .....	19
4.2.2.6 Court Documents Tab .....	20
<b>4.3 My Account.....</b>	<b>22</b>
<b>4.4 Manage Users .....</b>	<b>23</b>
4.4.1 Available Access Levels to CSOL for Legal Firm or Legal Costs Accountant Firm Users.....	23
4.4.2 How to Create an Additional User Account.....	25
4.4.3 How to Activate Additional User Account.....	26
4.4.4 How to Edit User Account Access Rights and Details.....	27
4.4.5 How to Deactivate User Account (GDPR).....	27
<b>4.5 My Reports.....</b>	<b>29</b>
<b>4.6 eDiary .....</b>	<b>30</b>












4.7	<b>Payment History</b> .....	31
4.8	<b>High Court Search</b> .....	31
4.9	<b>eRegister</b> .....	32
4.10	<b>Information</b> .....	33
5	<b>Creating an Application for Adjudication of Legal Costs (LCA)</b> .....	33
5.1	Case Details – Step 1 .....	35
5.2	Original Case Plaintiff – Step 2 .....	38
5.3	Original Case Defendant – Step 3 .....	42
5.4	Application Details – Step 4 .....	46
5.5	Summary of Costs – Step 5 .....	49
5.6	Review – Step 6 .....	51
5.7	Declaration – Step 7 .....	52
6	<b>Submission of Manual Documentation</b> .....	54
6.1	Prerequisite Documentation Checklist .....	54
6.2	Approval / Rejection of Application .....	55
7	<b>Notice of Application for Adjudication</b> .....	57
8	<b>Making an Online Payment</b> .....	58
8.1	Court Application Fee Payment Required .....	58
8.2	Court Duty Payment Required .....	61
9	<b>Certificate of Determination</b> .....	66
10	<b>Request for Consideration</b> .....	67
11	<b>Request to Withdraw an Application for Adjudication</b> .....	68
12	<b>Request to Mention / Re-Enter an Application for Adjudication</b> .....	69
13	<b>Appendix (Forms)</b> .....	70

## Glossary

The table beneath sets out the acronyms, abbreviations and terms used through this document:

Term	Description
<b>CASU</b>	Central Application Support Unit
<b>CSOL</b>	Courts Service On-line
<b>DD</b>	Direct Debit
<b>LCA</b>	Legal Costs Adjudication
<b>OLCA</b>	Office of the Legal Costs Adjudicators
<b>GDPR</b>	General Data Protection Regulation

The table beneath sets out the symbols used throughout the system and their meaning:

Symbols	Description
	A tool tip relating to that field
	Mandatory field that must be completed
	Drop down arrow displays the list of options that can be selected in that field
	Edit Icon which can be used to edit a record
	Delete Icon which can be used to delete a record
	Date Picker Icon which can be used to select a calendar date
	Red Action Flag alerts the users that some follow up activity is required on the case. Action flags are cleared when the action is carried out.
	Eye Icon indicates ability to view information only
	Plus Icon indicates additional information available for view
	Sort by Icon
	Cog Icon indicates availability of additional functions

## **Data Convention – For use in CSOL: -**

Please use the following data convention when entering information into CSOL system.

The data convention highlighted in the table below should be of assistance when entering applications on CSOL and when searching for a case online.

<b>Data Conventions for CSOL</b>	<b>Example of incorrect format</b>	<b>Example of Correct Format (exact case type and character match as per below)</b>
Where there are multiple names it should be explicit using 'and' between them and not '&'	Mark, John & Mary Reilly	Mark Reilly, Jim Reilly and Mary Reilly
Ltd to Limited	Best Pub Ltd	Best Pub Limited
Names with a middle initial should have a dot	Mary J Blige	Mary J. Blige
Names with a senior or junior in their title should be full words	Pat Murphy Jr.	Pat Murphy Junior
Removal of T/A in Trading name	T/A Best Pub Ltd	Best Pub Limited
Where a name has Mc/Mac there should be no space	Paul Mc Grath	Paul McGrath
Where a name has an O' there should be no space	Mark O' Neill	Mark O'Neill
Where a name has an Ni/Nic/Mac or Uí there should be a space	Máire NíMurchú	Máire Ní Murchú
Double names should have Capital letters for each name	Mary jane Blige-smith	Mary Jane Blige-Smith
Street must be input rather than St.	4 Market St.	4 Market Street
Co. instead of County	County Kildare	Co. Kildare
Avenue or Road etc in an address	Sunset Av., Bog Rd., County Kildare	Sunset Avenue, Bog Road, Co. Kildare
Lower and Upper in Address	Lwr. and Uppr.	Lower or Upper
GAA, GFC or RFC in club names etc but should be as per the Club Constitution	Sarsfields G.A.A.	Sarsfields GAA
All company names should be as per their certificate of incorporation and entered in that format.		
Please note that Eircode's should be included as part of any address. If clarification is sought, please contact OLCA		

## 1. Introduction

This user manual is designed to guide new users through the various stages of the Legal Costs Adjudication (CSOL) On Line Application system. It should be used as a reference and guide for users not previously familiar with the CSOL system.

## 2. What is CSOL?

Court Service Online (CSOL), is an on-line court system that allows for the creation, review and advancement of various court applications on-line. Additionally, various on-line registers can be searched using CSOL.

CSOL can be accessed via [www.csol.ie](http://www.csol.ie) **It is important to note CSOL works best in Google Chrome.**

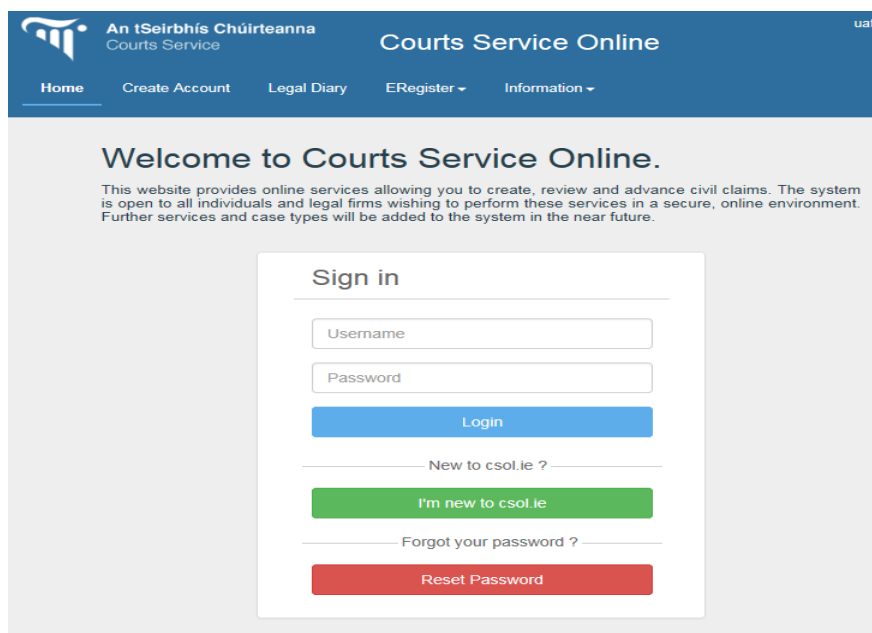
Legal firms or Legal Costs Accountants firms must first set up a CSOL account and obtain a Username and Password in order to access the system for e-filing of legal costs adjudication applications (LCA).

## 3. Setting up a User Account and Signing in to CSOL

### 3.1. Courts System (CSOL) Login Screen

Access CSOL externally via [www.csol.ie](http://www.csol.ie)

Users accessing the system are presented with the **Welcome – Sign In** screen below.



The screenshot shows the CSOL homepage. At the top, there is a blue header with the logo of the Courts Service (An tSeirbhís Chúirteanna) and the text 'Courts Service Online'. Below the header is a navigation menu with links for 'Home', 'Create Account', 'Legal Diary', 'ERegister', and 'Information'. The main content area is white and features the heading 'Welcome to Courts Service Online.' followed by a brief description of the system. Below this is a 'Sign in' form with fields for 'Username' and 'Password', a blue 'Login' button, and links for 'New to csol.ie?' (with a green 'I'm new to csol.ie' button), and 'Forgot your password?' (with a red 'Reset Password' button).

Figure 1: Screenshot of CSOL homepage

Legal Firm and Legal Costs Accountant firms' users can either log into an existing account by entering their username and password, or if a new user will need to create a new account.

The process of setting up an account as a legal practitioner (Legal Firm) or Legal Costs Accountant is briefly described below. Additionally, please see <https://beta.courts.ie/content/e-filing-application-legal-costs-adjudication-high-court> to view registration videos.

### 3.2. Setting Up a Legal Firm / Legal Costs Accountant account

To create a new CSOL account either click "I'm new to csol.ie" button on the Welcome – Sign In screen or by clicking the "Create Account" menu bar item at the top of the screen.

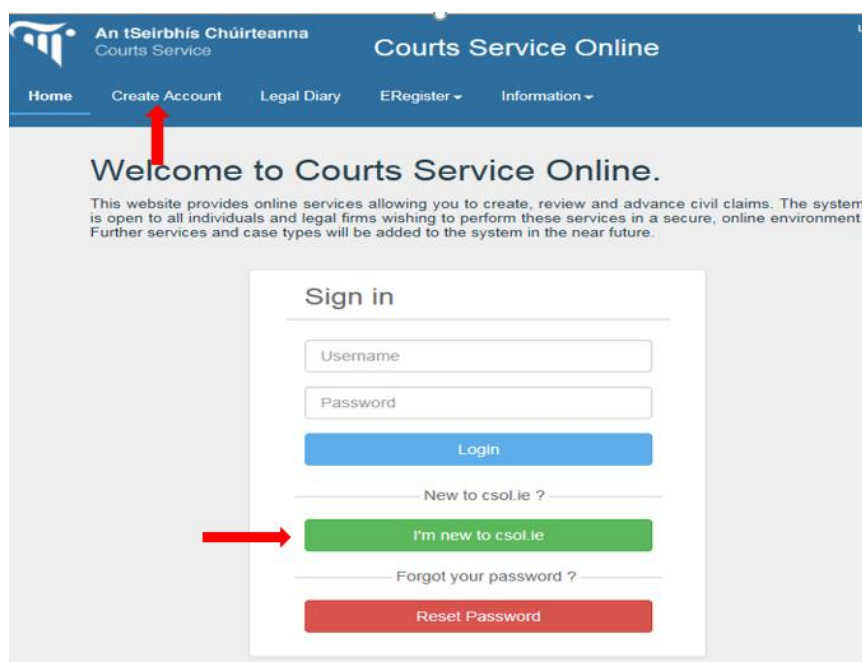


Figure 2: Screenshot of CSOL homepage for signing in or creating an account

Either option brings you to the **Create Account** screen.

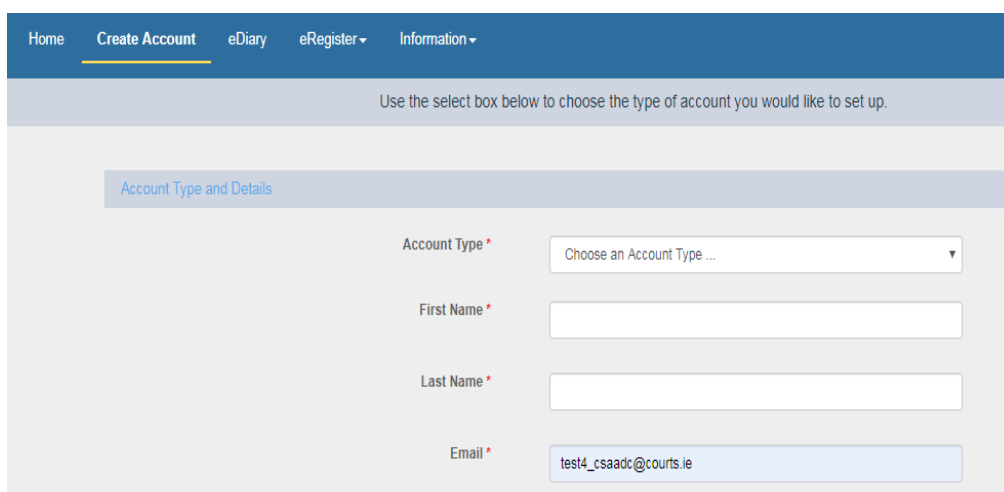


Figure 3: Screenshot of Create Account screen

To create a Legal Firm Account **or** a Legal Costs Accountant account on the Create Account screen: -

1. Choose the **Account Type** that you wish to set up from the dropdown arrow
  - Select “Legal Firm Account” **or** “Legal Costs Accountant” Account.
2. Enter the **First Name**, **Last Name** and **email address** of the firms CSOL Account Administrator in the relevant fields.
3. Enter **Legal Firm Name** or **Legal Costs Accountants Firms name**.

Once a user starts entering characters in the “*Legal Firm Name*” **or** “*Legal Costs Accountants*” field a list of firms is displayed which is filtered as additional characters are entered.

The user selects the correct firm and checks the details populated from that selection are correct for their firm.

If a **Legal Firms details** or a **Legal Costs Accountants Firms details** are either **missing** or **incorrect** the **user should not proceed any further**.

**Legal Firms** should contact the Law Society directly as these details can only be updated on CSOL following an updated list being submitted to CSOL by the Law Society.

**Legal Costs Accountants** should contact the Office of the Legal Costs Adjudicators (OLCA) directly by email at [Info\\_legalcostsadjudicators@courts.ie](mailto:Info_legalcostsadjudicators@courts.ie)

4. Users are then required to enter the firm’s bank account details to set up a Direct Debit (DD) Mandate for any fees that may be incurred in dealings with the Courts Service.

The screenshot displays a web form titled "Account Type and Details" and "SEPA Direct Debit Mandate".

**Account Type and Details:**

- Account Type \* (Dropdown): Legal Costs Accountant
- First Name \* (Text input):
- Last Name \* (Text input):
- Email \* (Text input):
- Legal Costs Accountant \* (Text input):
- Legal Costs Accountant Address (Text input):

**SEPA Direct Debit Mandate:**

- Creditor Identifier: IE28ZZZ309055
- Creditor Name: The Courts Service
- Creditor Address: 15 - 24 Phoenix Street North, Smithfield, Dublin 7
- Name on Account \* (Text input):
- IBAN \* (Text input):
- BIC \* (Text input):
- Date of Signing: 07/12/2019
- Generate Mandate Id (Blue button with a red arrow pointing to it)

Figure 4: Screenshot of Create Account screen following selection of Account Type

- Enter Firms Account Details - **Name on Account, IBAN and BIC** Number
- Click on **Generate Mandate Id** button
    - System generates unique mandate reference. [Take note of this number](#)
  - Click on “**Register**” button

The screenshot shows a registration form with the following fields and values:

- Name on Account \*
- IBAN \*
- BIC \*
- Date of Signing: 19/01/2018
- Unique Mandate Reference \*: CSOLDD-1400 (Please take note of this reference)

A green button labeled "Register" is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

Figure 5: Screenshot of unique mandate reference and register button

- CSOL validates the information provided and if validation is successful Applicant is informed of the documentation to be provide.

The screenshot shows a navigation menu with "Create Account" selected. Below the menu, a list of documents is displayed:

1. Legal User Application Form
2. Direct Debit Mandate Form
3. Terms & Conditions

The list is enclosed in a red rectangular box. Below the list, it says "The steps detailed below will need to be carried out in order to progress your application".

Figure 6: Screenshot of documents to be downloaded by Legal Practitioner Applicant

The screenshot shows a navigation menu with "Create Account" selected. Below the menu, a list of documents is displayed:

1. Legal Cost Accountant Form
2. Direct Debit Mandate Form
3. Terms & Conditions

The list is enclosed in a red rectangular box. Below the list, it says "The steps detailed below will need to be carried out in order to progress your application".

Figure 7: Screenshot of documents to be downloaded by Legal Costs Accountant Applicant

Full details of the steps to complete setting up an account will be displayed on screen. This will involve downloading and printing out the above indicated forms.

- Applicant should now provide (send) signed hard copy documentation, as per instructions on the screen, to:-

**“The Office Manager, Central Application Support Unit, Courts Service, Phoenix House, 16 Phoenix Street Nth, Smithfield, Dublin 7”**

9. The Central Application Support Unit (CASU) of the Courts Service approves the user account upon verification of documentation.

**Please Note:** - The Courts Service reserves the right to carry out any checks or validation of the documentation received as it considers appropriate. The Service also reserves the right to seek any other additional information as it considers appropriate.

10. Applicant is sent an email notification indicating that their application registration has been approved and an activation link is provided.

Click on the link provided in the email. **If the link opens in Internet Explorer, copy and paste the link into Google Chrome as CSOL works best in Google Chrome.**

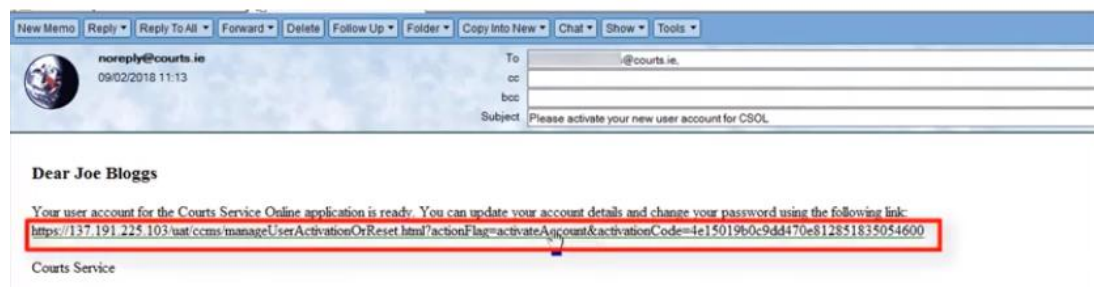


Figure 8: Screenshot of Account Activation email

11. Once Activation screen is displayed enter and confirm your password. Passwords must have a minimum of 10 characters and must include letters and numbers. Click Save.



Figure 9: Screenshot of Account Activation email

Confirmation of the Account activation will appear on the screen and click save

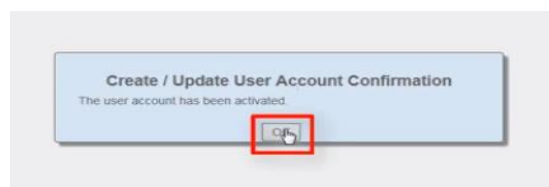


Figure 10: Screenshot of Confirmation of Account Activation

This will bring you to the **Welcome – Sign In screen** (See Figure 2: screenshot of CSOL homepage)

Your username is the email address you used when registering.

### 3.3. Signing into your account

To log into your CSOL Account enter your registered email address into the **User name** box and complete by entering your **password**.

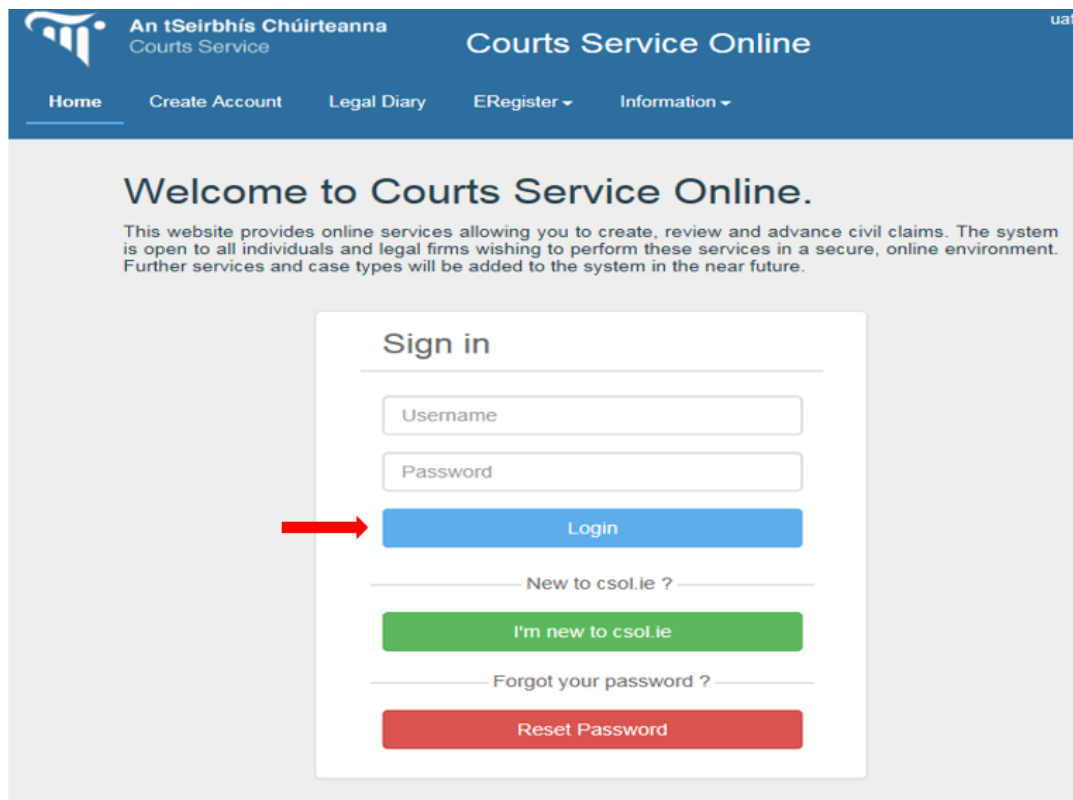


Figure 11: Screenshot of CSOL homepage Log In.

Click on the **Log In** button. The home page screen entitled My Dashboard described in the next section will present.

## 4. Landing Page Menu Bar Functions

In the blue top menu bar of the home page screen the following **10 buttons** are visible to Users.

*My Dashboard, Case List, My Account, Manage Users, My Reports, e-Diary, Payment History, High Court Search, eRegister and Information*

### 4.1. My Dashboard

The My Dashboard home page displayed for Legal Firm User following CSOL sign in will differ from that displayed for the Legal Costs Accountant User. Both home pages will contain links

to *Create an Application for Adjudication of Legal Costs* and to access a list of *draft applications*.

### 4.1.1. My Dashboard Home Page for Legal Firm Users

The existing My Dashboard page already being used by Legal Firm users will be extended to include the Legal Costs Adjudication related features.

When a **Legal Firm** user logs into CSOL the following My Dashboard Home Page is presented

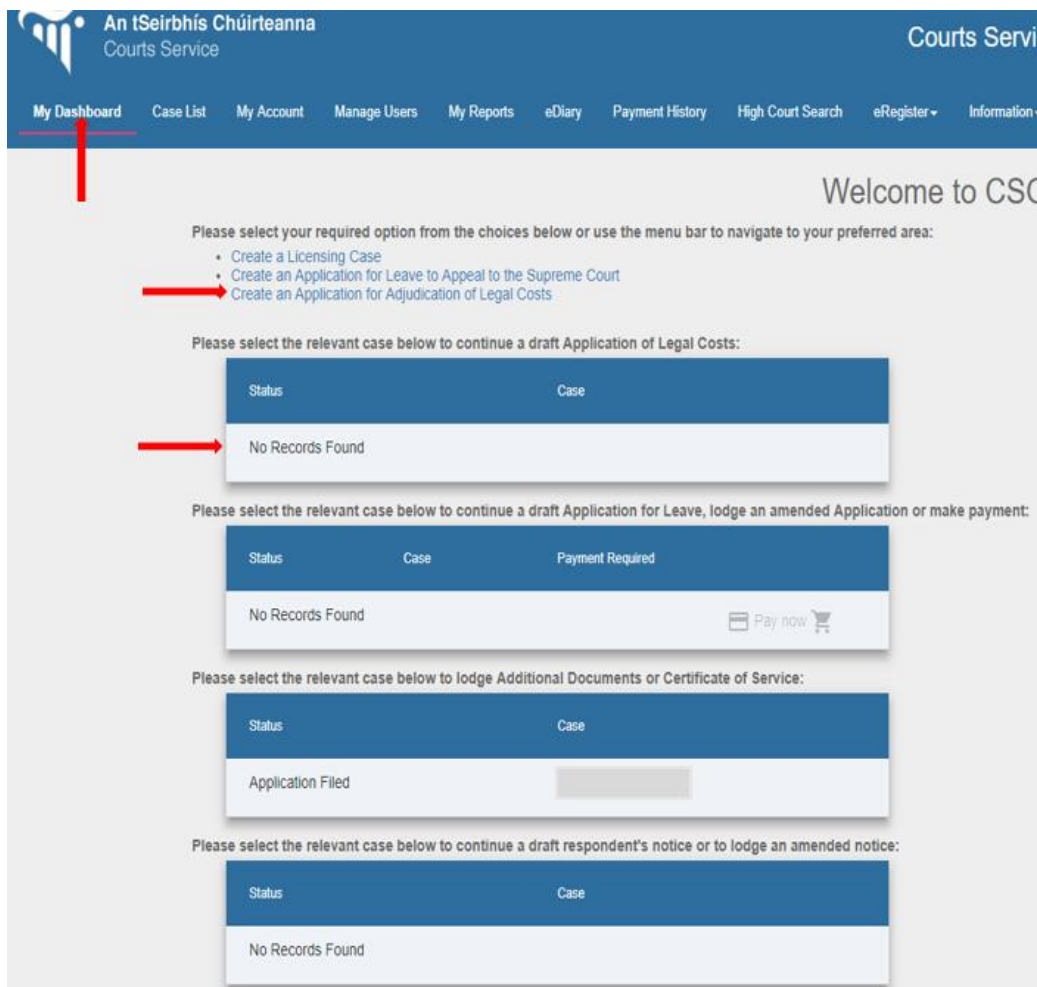


Figure 12: Screenshot of Legal Firm user My Dashboard home page

### 4.1.2. My Dashboard home page for Legal Costs Accountant Users

When a **Legal Costs Accountant** user logs into CSOL the following My Dashboard Home Page is presented which provides two options

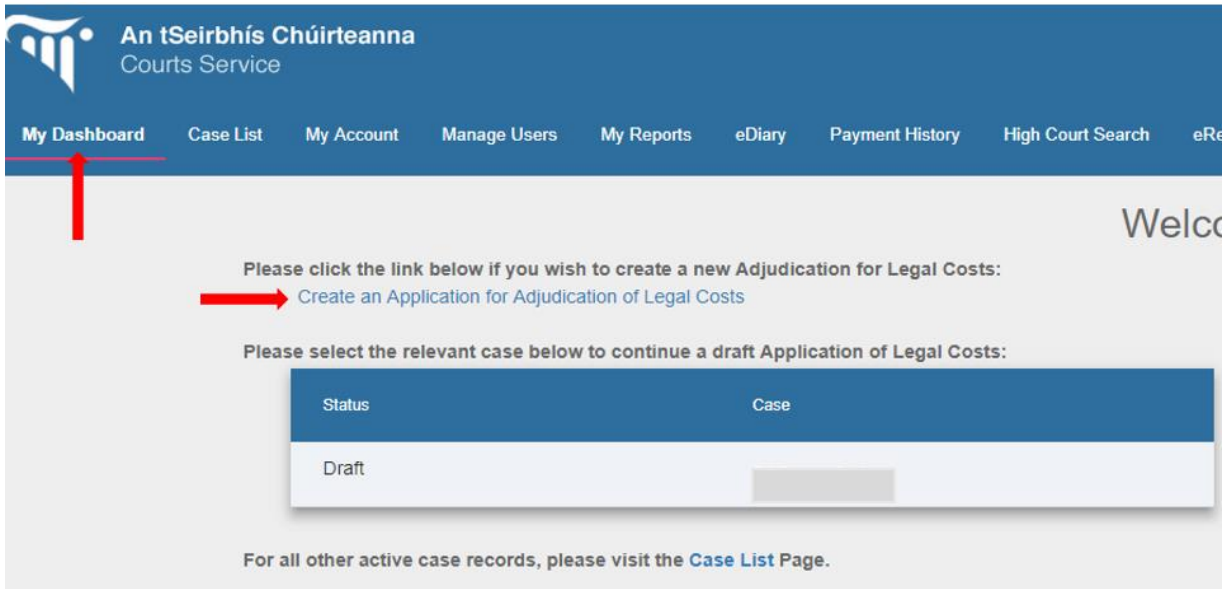


Figure 13: Screenshot of Legal Costs Accountant User My Dashboard home page.

## 4.2. Case List

Click on “Case List” in the menu item at the top of the screen to see a full list of previously created cases.



Figure 14: Screenshot of Case List screen with filter boxes highlighted

## 4.2.1. How to Filter the Case List

A search of the *Case List* can be conducted using one or more of the filter boxes highlighted in red in *Figure 14*. *Case List* can be filtered by *Case Number*, *Plaintiff/Defendant Name*, *Last Event* and *Case Type*.

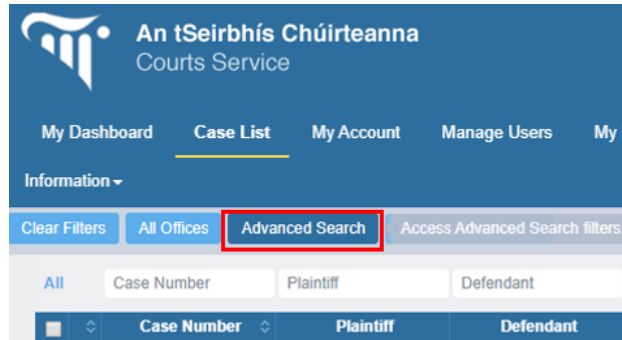


Figure 15: Screenshot of Case List screen with Advanced Search button highlighted

Additionally, the *Advanced Search* button can be utilised by the user to obtain a list of cases with a particular case status, such as a list of cases with a status recorded as submitted.

User Clicks on the *Advanced Search* button at the top of the screen and selects the “Submitted” option from the dropdown list in the *Status* field.

The system will display all cases with a case status of submitted on the screen and on subsequent screens.

Users click the *Next* button at the foot of the page to view the next screen of submitted cases.

Click *Hide Advanced Search* button to exit *Advanced Search*.

Click *Clear Filters* button to return to the full unfiltered Case List.

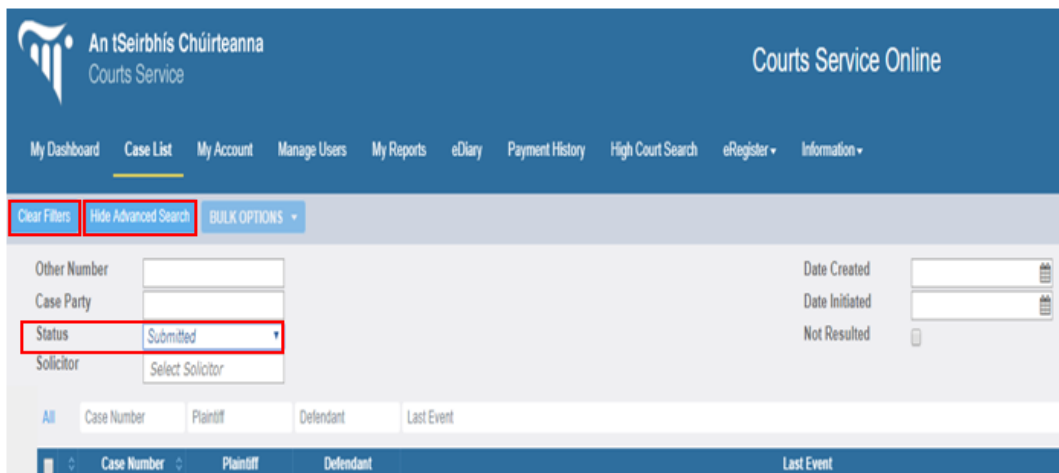


Figure 16: Screenshot of Case List screen with Clear Filters button, Hide Advanced Search button and Status Submitted selected and highlighted

## 4.2.2. Case Screen

To view case details, relating to a case click on the individual case number in the *Case List* and the following screen will open: -

The screenshot displays the 'Case Summary' window. At the top, there is a blue header bar with a back arrow and the text 'Case Summary'. Below this is a table of case details:

Number:	H:LCA:OLCA:2020:000001
Type:*	Adjudication of Legal Costs
Jurisdiction:*	High Court
Status:	Submitted
Last Event:	Application Submitted
In Camera:	No

Below the table is a navigation bar with several tabs: Plaintiff, Defendant, Case Details, Summary Of Costs, Listings, Events, and Court Documents. The 'Case Details' tab is currently selected. Below the navigation bar, there are three stacked panels: 'Application Details', 'Case Details - For Office Use Only', and 'Certificate of Costs Summary'. The 'Status' and 'Last Event' fields in the table are highlighted with a red box.

Figure 17: Screenshot of Individual Case with Status and Last Event information in the Case Summary Window highlighted

Two windows appear stacked one on top of the other (a) Case Summary Window and (b) Case Details Window.

The Case Summary Window summarises all the details pertaining to the case and lists the current **Status** of the Case and the **Last Event** entered for the case.

**Case Status Types** – Submitted, Application Approved, Accepted, Hearing, Determined, Costs Notified, Cert of Costs Pending, Completed

**Last Event Types** - Application Submitted, Payment Pending, Application Accepted, Adjourned to Hearing, Adjourned (No Date), Adjourned to Consideration Hearing, Withdrawal Rejected, Determined, Costs Notified, Cert of Costs Pending, Case Completed, Struck Out, Consideration Partly Upheld, Consideration Upheld, Consideration Dismissed, Listing Vacated

The Case Details window contains links to 7 individual screens which can be accessed by clicking on the individual tab i.e. *Plaintiff Tab*, *Defendant Tab*, *Case Details Tab*, *Summary of Costs Tab*, *Listings Tab*, *Events Tab*, *Court Document Tab*.

### 4.2.2.1. Plaintiff and Defendant Tabs

**Plaintiff and Defendant tabs** contain details of the original case plaintiff and defendant as submitted on line. Click on the eye symbol to view plaintiff or defendant details.

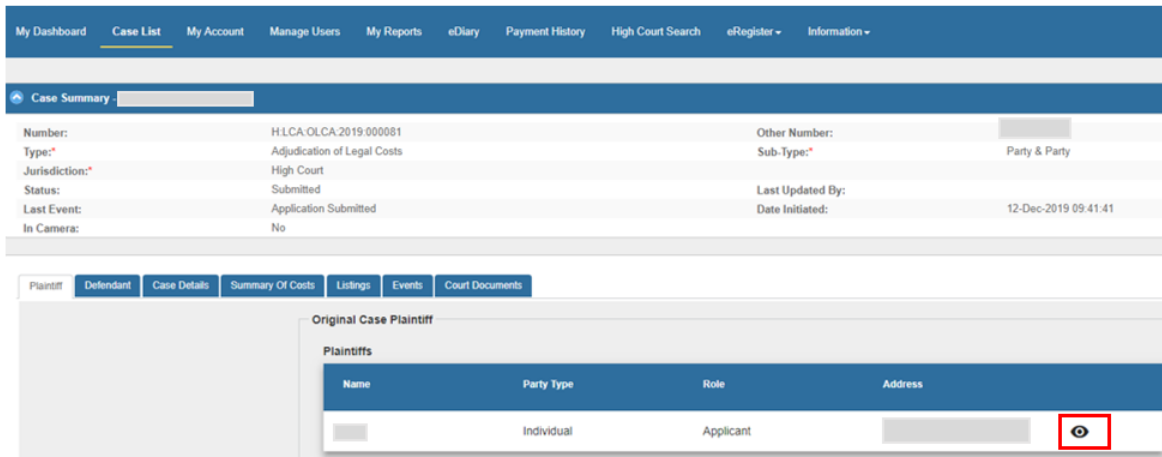


Figure 18: Screenshot of Plaintiff Tab screen with Eye Icon highlighted

### 4.2.2.2. Case Detail Tab

**Case Details tab** is divided into 3 parts - Click on dropdown arrow to view section details

1. Application Details – Shows details of the submitted online Application
2. Case Details – For Office Use Only
3. Certificate of Costs Summary – Shows
  - a. **Certificate of Costs Amount Allowed**
  - b. **V.A.T. on Certificate of Costs Amount Allowed €**
  - c. **Court Duty Amount €**
  - d. Court Duty Date Paid
  - e. Court Duty Amount Paid €
  - f. Court Duty Amount Outstanding €
  - g. Court Duty Payment Reference
  - h. **Date Signed Affidavit of Tots Filed**
  - i. Certificate of Costs Fee Amount Paid €
  - j. Certificate of Costs Fee Date Paid

Following an Adjudication Hearing, where the allowed costs have been determined by a Legal Costs Adjudicator, the OLCA updates this section with the total allowed costs, V.A.T. and the Court Duty amount payable.

Additionally, following agreement of the costs between the OLCA and the Solicitor / Legal Costs Accountant, the OLCA updates this section with the date of receipt of *Signed Affidavit of Tots*.

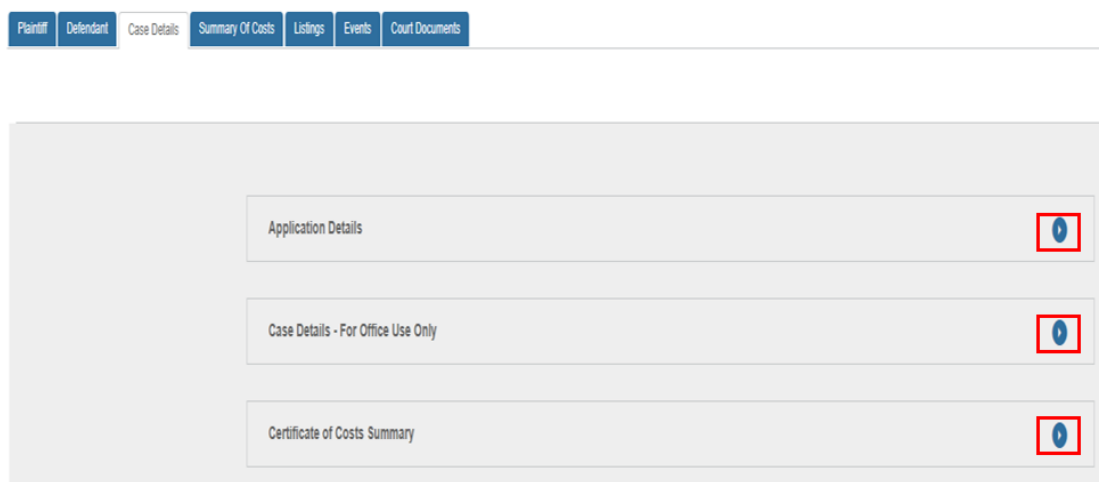


Figure 19: Screenshot of Case Details Tab screen with dropdown arrows highlighted

### 4.2.2.3. Summary of Costs Tab

**Summary of Costs tab** contains details of the online applications breakdown of costs submitted. The *Stage* at which the cost was incurred, and the *Category* of cost is indicated with the amount *Claimed by Party Entitled* and the associated *V.A.T. on Amount Claimed by Party Entitled*.

Stage	Category	Claimed by Party Entitled	V.A.T on Amount Claimed by Party Entitled	Amount Allowed in Respect of Amount Claimed	V.A.T on Amount Allowed
COSTS INCURRED BEFORE COMMENCEMENT OF PROCEEDINGS	Solicitors' Costs	€1000	€230	€	€
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Counsels' Fees	€2000	€460	€	€
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Experts' fees and expenses	€1310	€0	€	€
<b>Totals</b>		<b>€4310.00</b>	<b>€690.00</b>	<b>€0.00</b>	<b>€0.00</b>

Figure 20: Screenshot of Submitted Summary of Costs Tab screen

The *Amount Allowed in Respect of Amount Claimed* and the associated *V.A.T. on Amount Allowed* are updated by the OLCA following an Adjudication Hearing, where the allowed costs have been determined by a Legal Costs Adjudicator.

This can be viewed by the user to determine if they agree with the costs recorded by the OLCA as the hearing outcome.

Summary of Costs					
Stage	Category	Claimed by Party Entitled	V.A.T on Amount Claimed by Party Entitled	Amount Allowed in Respect of Amount Claimed	V.A.T on Amount Allowed
COSTS INCURRED BEFORE COMMENCEMENT OF PROCEEDINGS	Solicitors' Costs	€1000	€230	€500	€115
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Counsel's Fees	€2000	€460	€1000	€230
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Experts' fees and expenses	€1310	€0	€1310	€0
<b>Totals</b>		<b>€4310.00</b>	<b>€690.00</b>	<b>€2810.00</b>	<b>€345.00</b>

Figure 21: Screenshot of Updated Summary of Costs Tab screen

#### 4.2.2.4. Listings Tab

**Listings tab** contains a list of all court hearing dates and associated information relating to the case.

1. *Listing Date* – Shows the date(s) the case is listed for Court
2. *Motion* – Shows the type of application due to be heard
  - a. Application Accepted indicates that a Notice of Application for Adjudication is to be heard
  - b. Request to Withdraw Application indicates that a Request to Withdraw the Application for Adjudication is to be heard
  - c. Request for Consideration indicates that a Request for Consideration of the Determination is to be heard.
3. *Judge* – Shows the name of the Legal Costs Adjudicator listed to hear the case
4. *Result* – The results of the hearing as updated by the OLCA
5. *Type* - The type of Court Listing for the Case – Hearing / For Mention

Listing Date	Motion	Judge	Result
12 Dec 2019	Application Accepted	Legal Costs Adjudicator Paul Behan	Determined
12 Dec 2019	Request to Withdraw Application Mary B	Legal Costs Adjudicator Paul Behan	Struck-Out
12 Dec 2019	Request for Consideration Mary B	Legal Costs Adjudicator Paul Behan	Consideration Dismissed

Figure 22: Screenshot of Listing Tab screen

Click in the Hearing Details button and the Result Details button to see further details related to the hearing and results.

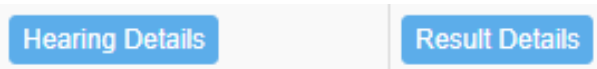


Figure 23: Screenshot of Hearing and Result Details buttons in the Case Listing Tab screen

#### 4.2.2.5. Events Tab

**Events tab** contains a list of the type and date of recorded actions that have occurred relating to the case

*Event Description* includes: -

1. Application Submitted
2. Application Prerequisites Lodged
3. Application Approved
4. Application Accepted
5. Costs Notified
6. Cert of Costs Pending
7. Case Completed
8. Request for Consideration
9. Request to Withdraw Application

<span>Defendant</span> <span>Case Details</span> <span>Summary Of Costs</span> <span>Listings</span> <span>Events</span> <span>Court Documents</span>		
📄	Date Filed	Event Description
	12 Dec 2019	Case Completed
	12 Dec 2019	Cert. of Costs Pending
	12 Dec 2019	Costs Notified
	12 Dec 2019	Costs Notified
	12 Dec 2019	Costs Notified
	12 Dec 2019	Costs Notified
	12 Dec 2019	Application Accepted
	12 Dec 2019	Application Approved
📄	12 Dec 2019	Application Prerequisites Lodged - Certificate of no previous adjudication <b>Lodged (p)</b> , Bill of Costs <b>Lodged (p)</b> , Blank Affidavit of Tots <b>Lodged (p)</b>
	12 Dec 2019	Application Submitted

Figure 24: Screenshot of Events Tab screen

Click on the dropdown arrow or associated *Details* button to view attached documentation.


	12 Dec 2019	Application Prerequisites Lodged - Bill of Costs Lodged (p), Certificate of no previous adjudication Lodged (p), Blank Affidavit of Tots Lodged (p)
Attachment Name		Filing Type
Bill of Costs		Paper Only
Blank Affidavit of Tots		Paper Only
Certificate of no previous adjudication		Paper Only
	12 Dec 2019	Application Submitted

Figure 25: Screenshot of Application Prerequisite Documentation Lodged and Attached to case

#### 4.2.2.6. Court Document Tab

**Court Documents tab** contains list of Court documents uploaded to and generated by the system relating to the case.

Document types uploaded to and generated by the system are as follows: -

1. Court Order – Copy of the original Court order submitted with prerequisite documentation
2. Application for Adjudication – Notice of Application for Adjudication generated by the OLCA ([Appendix Form No. 1 or Form No.2](#))
3. Certificate of Costs – Certificate of Determination in the Matter of an Adjudication of Costs ([Appendix Form No. 7 or Form No.8](#))
4. Determination – Reasons for Determination
5. Consideration – Reasons for Consideration – upheld, partially upheld or dismissed.

Defendant	Case Details	Summary Of Costs	Listings	Events	Court Documents
Document Type	Case Party	Created	Updated		
Certificate of Costs	Christ Mass	12 Dec 2019	12 Dec 2019 15:53		
Application for Adjudication	Christ Mass	12 Dec 2019	12 Dec 2019 11:12		
Court Order		12 Dec 2019	12 Dec 2019 11:10		

Figure 26: Screenshot of Court Document Tab screen – Document Type highlighted

Users can collect copies of the system generated or uploaded documents by clicking on the *Options* dropdown arrow and clicking on *Collect*. Document Status changes from Perfected to Collected.

Created	Updated	Signed	Collected	Status	
12 Dec 2019	12 Dec 2019 15:53	12 Dec 2019	12 Dec 2019 15:59	Collected	Options ▾
12 Dec 2019	12 Dec 2019 11:12	12 Dec 2019		Perfected	Options ▾
12 Dec 2019	12 Dec 2019 11:10	12 Dec 2019		Perfected	Options ▾

Figure 27: Screenshot of Court Document Tab screen with Options button highlighted

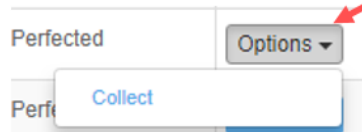


Figure 28: Screenshot of Court Document Tab screen with Options Collect button highlighted

The following message displays Click OK and a pdf or word document will appear in the bottom left hand side of screen.

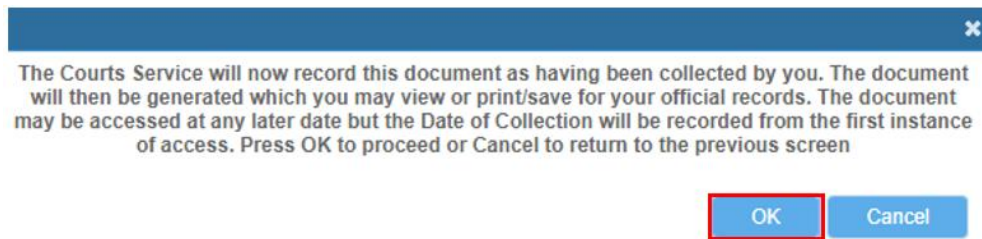


Figure 29: Screenshot of Court Document Tab Collect Message

Click on the downloaded document to view and print.



Figure 30: Screenshot of Court Document Tab downloaded documents

### 4.3. My Account

To view your account details, click on “My Account” in the menu item at the top of the screen.

When a **Legal Firm** user clicks on My Account the following screen is displayed: -

The screenshot shows the 'My Account' page for a Legal Firm user. The page title is 'An tSeirbhís Chúirteanna Courts Service'. The navigation menu includes 'My Dashboard', 'Case List', 'My Account' (highlighted with a red vertical line), 'Manage Users', 'My Reports', 'eDiary', 'Payment History', 'High Court Search', and 'eRe'. Below the menu is a 'Update User Account' section. The form contains fields for: User Role\* (dropdown menu showing 'Legal Practise Admin'), First Name\*, Last Name\*, Password\*, Confirm Password\*, Phone, Legal Firm Name, Law Society Number, Solicitor Address, Name on Account\*, IBAN\*, and BIC\*. There are 'Save' and 'Cancel' buttons at the bottom right.

Figure 31: Screenshot of Legal Firm User My Account Screen

When a **Legal Cost Accountant Firm** user clicks on My Account the following screen is displayed:

The screenshot shows the 'My Account' page for a Legal Cost Accountant Firm user. The page title is 'An tSeirbhís Chúirteanna Courts Service'. The navigation menu includes 'My Dashboard', 'Case List', 'My Account' (highlighted with a red vertical line), 'Manage Users', 'My Reports', 'eDiary', 'Payment History', 'High Court Search', and 'eRegister'. Below the menu is a 'Update User Account' section. The form contains fields for: User Role\* (dropdown menu showing 'Legal Cost Accountant Admin'), First Name\* (text input 'New'), Last Name\* (text input 'LCAA'), Password\*, Confirm Password\*, Phone, Legal Costs Accountant Name, Legal Costs Accountant Address, Name on Account\*, IBAN\*, and BIC\*. There are 'Save' and 'Cancel' buttons at the bottom right.

Figure 32: Screenshot of Legal Cost Accountant User My Account Screen

The *Name on Account, IBAN and BIC* fields are only displayed for the firm's Admin User Accounts.

#### 4.4. Manage Users

The firm's nominated system administrator(s) will have access to the Manage User button. To allow for the set up and control of system access rights for additional user accounts on CSOL for their firm.

##### 4.4.1. Available Access Levels to CSOL for Legal Firms and Legal Costs Accountant Firms Users

There are **4 Levels** of online access to CSOL for personnel within Firms as displayed below:-

(a) *Legal Practitioner Firms*: -

Legal Practice Users CSOL Account Types and their Access Levels					
What they can do:	Manage the registered Bank Details via the My Account screen	Yes			
	Create, Edit and Delete User Accounts including additional Legal Admin accounts within the firm	Yes			
	Authorise payment	Yes	Yes		
	Approve cases for payment	Yes	Yes	Yes	
	Create cases	Yes	Yes	Yes	Yes
		Legal Practice Admin	Legal Payment User	Legal Practice User	Legal Practice Restricted User
CSOL Account Types					

Figure 33: For Legal Practitioners Firms – CSOL Account Types and their Access Levels

(b) Legal Costs Accountant Firms: -

Legal Cost Accountant Users CSOL Account Types and their Access Levels					
What they can do:	Manage the registered Bank Details via the My Account screen	Yes			
	Create, Edit and Delete User Accounts including additional Legal Costs Accountant Admin accounts within the firm	Yes			
	Authorise payment	Yes	Yes		
	Approve cases for payment	Yes	Yes	Yes	
	Create cases	Yes	Yes	Yes	Yes
		Legal Cost Accountant Admin	Legal Cost Accountant Payment User	Legal Cost Accountant User	Legal Cost Accountant Restricted User
CSOL Account Types					

Figure 34: For Legal Cost Accountant Firms – CSOL Account Types and their Access Levels

## 4.4.2. How to Create an Additional User Account

Click on Manage Users Top Menu Bar Button this will open the Manage User page displayed below

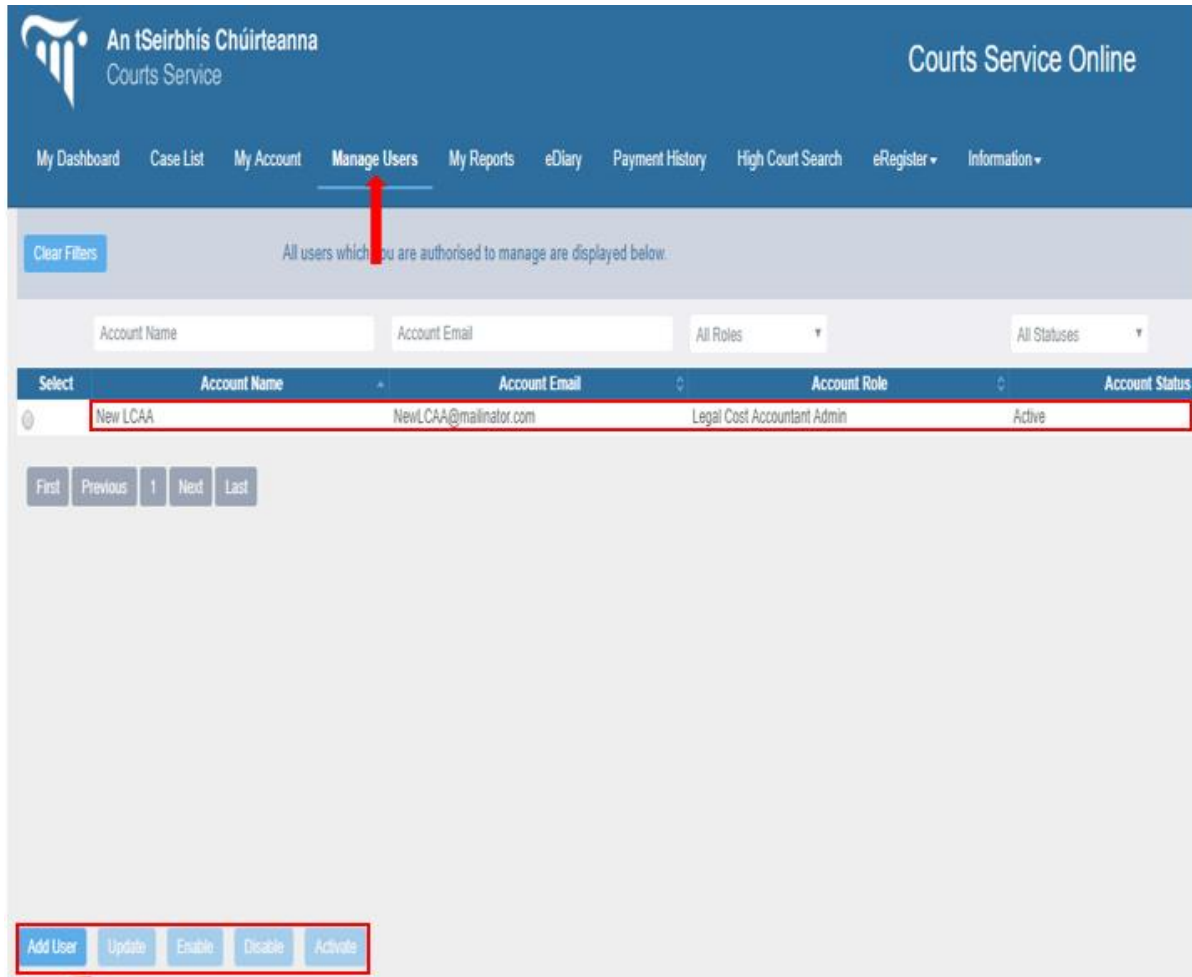


Figure 35: Screenshot of Manage User page



Figure 36: Screenshot of Buttons to Add User, Update, Disable and Activate User Accounts

Click on the Add User button and the Create User Account screen will be displayed.

Figure 37: Screenshot of Create User Account field to be populated

Click on the dropdown arrow and select required *User Role* from list (See Figure 33 and 34). Complete all mandatory fields and click *Save* button.

A message will appear at the bottom of the screen when account details have been entered successfully. The new user will now appear in the Admin users list.

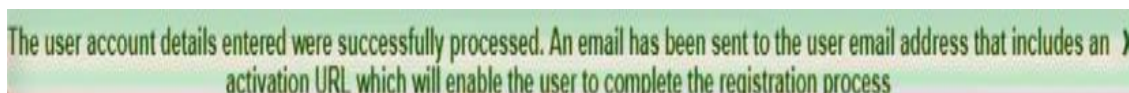


Figure 38: Screenshot of new user account message, with follow up instructions

### 4.4.3. How to Activate Additional User Accounts

Following the setup of Additional User Accounts, CSOL automatically issues an activation email to the new user. The firms Admin User list will show the account of the new user as pending until such time as the account is activated by the new user.

In the event where a new user cannot locate the activation email generated by the system, the firms Admin User can send a repeat account activation email:-

Firms Admin User click on Manage Users Top Menu Bar Button this will open the Manage User page (See Figure 35)

Select the relevant user to be activated and then click on the Activate button at the bottom of the page now available.

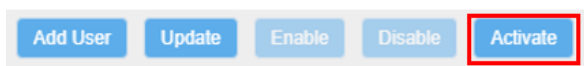


Figure 39: Screenshot of Buttons Available to Add User, Update and Activate User Accounts

The system re-issues an email to the new user with a new activation link. The new user must click on the link and the following screen will display



Figure 40: Screenshot of Activate Account screen

The new user inputs and confirms the password for their account. The new users Account Status changes to **Active** on the firms Admin User list .

#### 4.4.4. How to Edit User Access Rights and Details

Click on Manage Users Top Menu Bar Button. This will open the Manage Users page displayed below.

Select the relevant user to be edited and then click on the Update button at the bottom of the page now available.

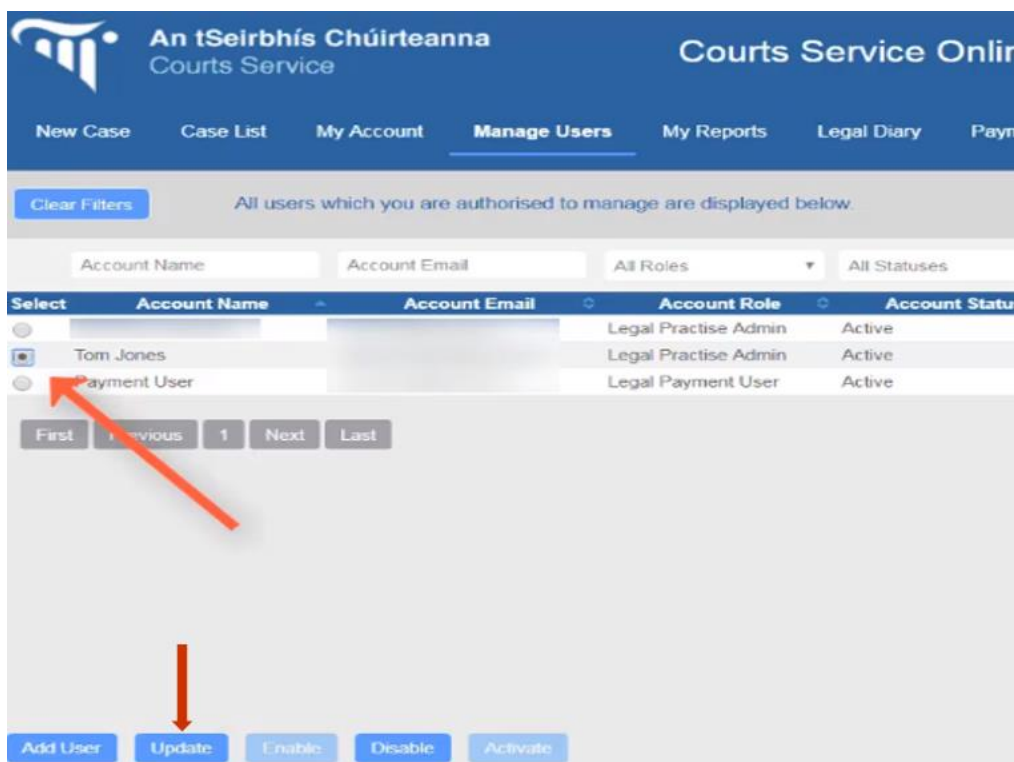


Figure 41: Screenshot of Manage User page, with user selected

Click on the dropdown arrow and update the required *User Role* from list (See Figure 33 and 34) and or update any further fields as required and click *Save* button.

A message will appear at the bottom of the screen when account details have been successfully updated, with follow up instructions.

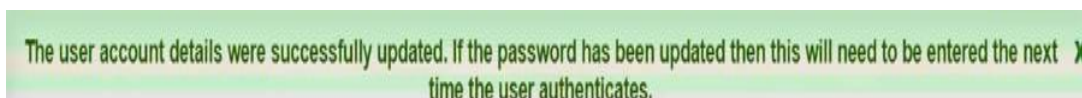


Figure 42: Screenshot of Update User Account message, with follow on instructions

#### 4.4.5. How to Deactivate User Accounts (GDPR)

In order to ensure that no breaches of the **General Data Protection Regulation (GDPR)** rules occurs for your firm, employee user accounts must be deactivated immediately following their

departure from the firm. This will prevent any unauthorised access to case information held on CSOL that they are no longer privy to.

**It is the responsibility of the firms Admin User to ensure that User Accounts are deactivated for personnel no longer in the employment of the firm.**

Click on Manage Users Top Menu Bar Button. This will open the Manage Users page. Select the relevant user to be deactivated and then click on the *Disable* button at the bottom of the page now available

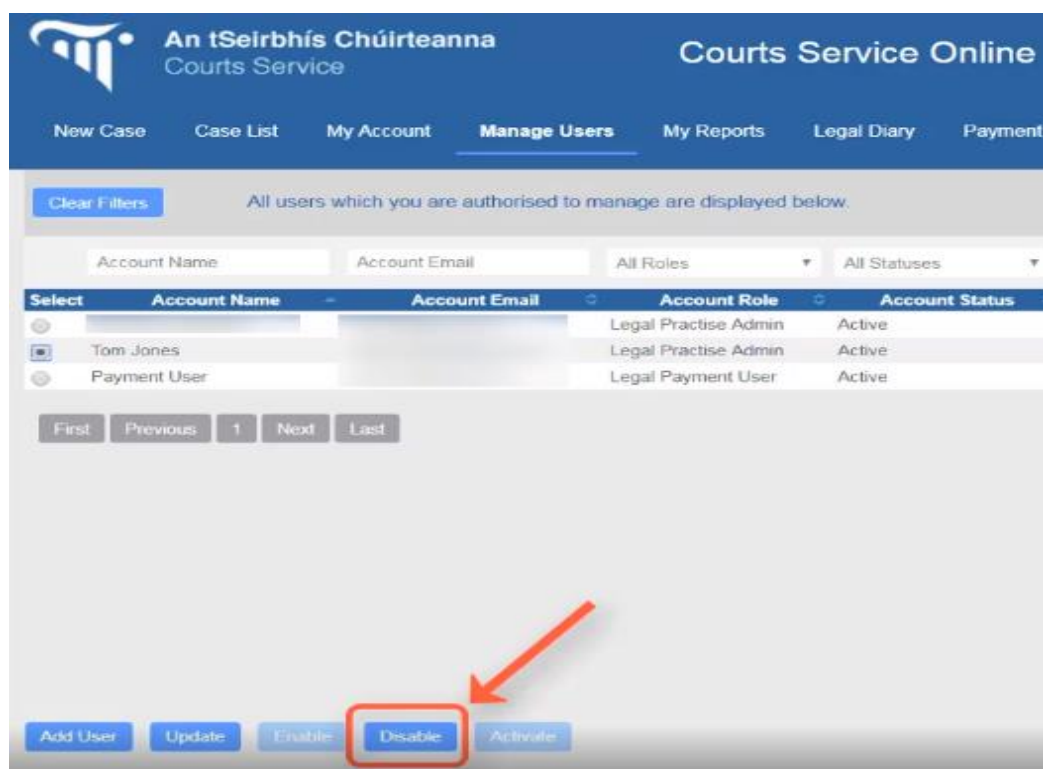


Figure 43: Screenshot of Manage User page, with user selected and Disable button available

The following message pops up. Click Yes button and the relevant users account status now changes to *Disabled*.



Figure 44: Screenshot of Disable Account Message

The system issues an email to the users registered email account informing them that their account has been disabled.

## 4.5. My Reports

To produce a Payment Reconciliation report, click on My Reports Top Menu Bar Button this will open the below page.

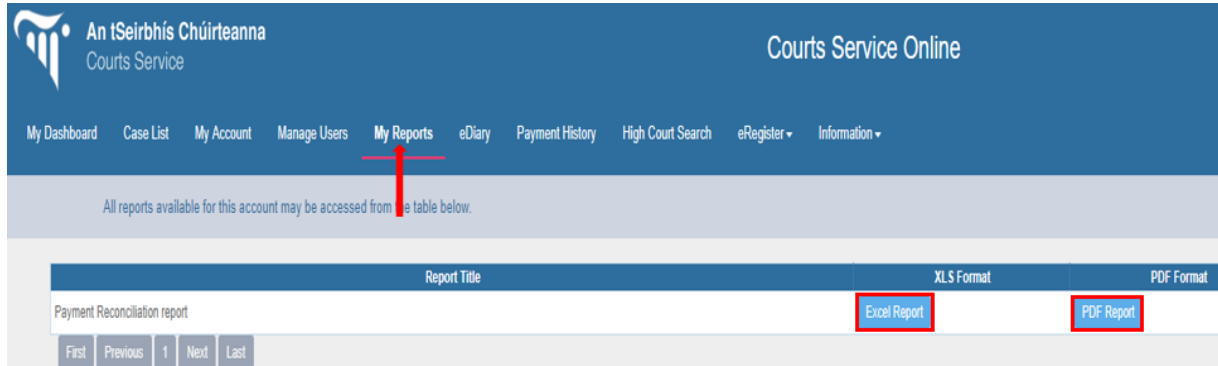


Figure 45: Screenshot of My Reports screen

The Payment Reconciliation report is available in an excel format or in pdf format.

Click on the required report format to be generated. See screen below.



Figure 46: Screenshot of My Reports screen

Select the *Start Date* and *End Date* using date picker. Click on the drop-down arrow and select the symbol required for the report run. Click on the *Run Report* button and a CCMS Payment report will be generated in the required format and will appear on the bottom left hand side of the screen. Note:- it is not necessary to select a date. Click *Run Report* to obtain a report of all transactions for your firm.

Click on the report to view and print

Transaction Date	Transaction Time	Order Number	Customer Name	Solicitor Firm Number	CSOL Username of Payer	Payment Method	Amount paid
22/11/2019	11.32	ORDER-1574422358205			NewLCAA@mailinator.com	Direct Debit	275.00
22/11/2019	12.20	ORDER-1574425212493			NewLCAA@mailinator.com	Direct Debit	512.00

Figure 47: Screenshot of pdf Payment Reconciliation report

Transaction Date	Transaction Time	Order Number	Customer Name	Solicitor Firm Number	CSOL Username of Payer	Payment Method	Amount paid
22/11/2019	11.32	ORDER-1574422358205			NewLCAA@mailinator.com	Direct Debit	275
22/11/2019	12.20	ORDER-1574425212493			NewLCAA@mailinator.com	Direct Debit	512

Figure 48: Screenshot of excel Payment Reconciliation report

## 4.6. eDiary

To search the publicly available legal diary, click on eDiary in the Top Menu Bar Button; this will open the below page. Currently the only High Court legal diary sittings viewable on CSOL eDiary are High Court insolvency Court lists. To view same click on the drop-down arrow in the Choose a Jurisdiction and select High Court.

List Date	Court Venue
19 Dec 2019	High Court - Court 11
13 Jan 2020	High Court - Court 11
14 Jan 2020	High Court - Court 11
17 Jan 2020	High Court - Court 11

Figure 49: Screenshot of High Court eDiary screen

## 4.7. Payment History

This page is active only when processing a payment (see Figure 50 below). To view all Payments made by the firm please refer to *My Reports* as explained above.

Type	Filing Type	External Ref	Created By	Cost
Case	Cert. of Costs Pending	1234 B	New LCAA	€68.00
				Total: €68.00

Figure 50: Screenshot of Payment History screen

## 4.8. High Court Search

To carry out a search for High Court proceedings click on High Court Search Button Top Menu; this will open the below page.

At least two search values must be entered before a search can be performed.

*Case Details* and a list of associated *Filings*, *Order Details*, *Relevant Court Lists* and *Judgement Details* can be viewed.

Search

Record Number

Year:

Case:

Proceedings:

Set Down Type:

Set Down No:

Set Down Venue:

Date Listed in Court:

List Type:

Appeal Court Ref:

Supreme Court Ref:

Figure 51: Screenshot of High Court Search Page

## 4.9. eRegister

Click on the eRegister top menu bar dropdown arrow and select Legal Costs Adjudicators Register of Determinations to view the on-line register.

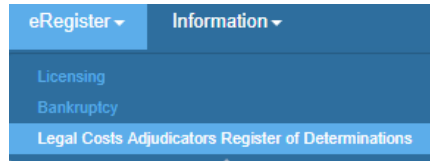


Figure 52: Screen shot of eRegister dropdown arrow options

Pursuant to *Section 140 of the Legal Services Regulation Act, 2015* the Chief Legal Costs Adjudicator shall prepare and cause to be placed on the register of determination the reasons for the determination, in accordance with subsection (3).

A search screen is presented as shown below. The user enters a value in at least one of these fields, entering values in more than one field refines the search. Once the details are entered click on the *Search Now* button and the system returns details of all Determinations (if any) that match the search criteria entered (can be a partial match). Click on the *Clear Filters* button prior to conducting a subsequent search.

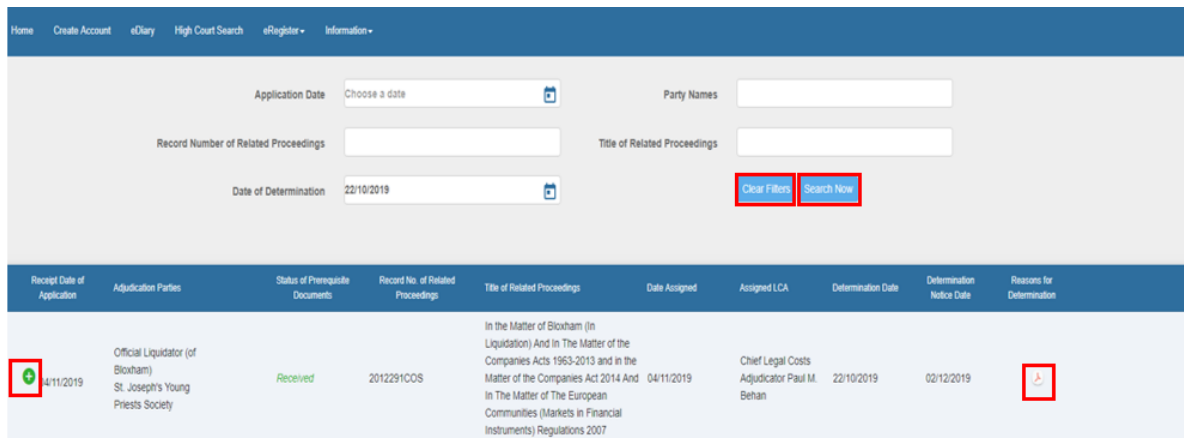


Figure 53: Screen shot of eRegister screen with search results for “Legal Costs Adjudicators Register of Determinations”

Click on the PDF icon to download the *Reasons for Determination* of the Legal Costs Adjudication application.

Click on the expand icon to view additional details.

	04/11/2019	Official Liquidator (of Bloxham) St. Joseph's Young Priests Society	Received	2012291COS	In the Matter of Bloxham (in Liquidation) And In The Matter of the Companies Acts 1963-2013 and in the Matter of the Companies Act 2014 And In The Matter of The European Communities (Markets in Financial Instruments) Regulations 2007	04/11/2019	Chief Legal Costs Adjudicator Paul M. Behan	22/10/2019	02/12/2019
--	------------	------------------------------------------------------------------------	----------	------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	---------------------------------------------	------------	------------

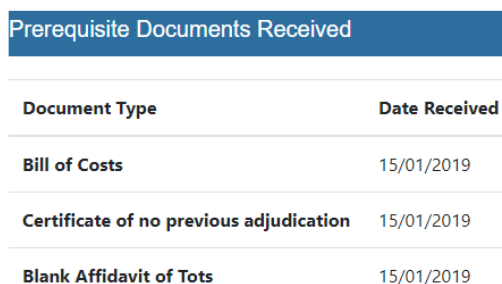
### Appeals:

Appeal Type	Receipt Date	Hearing/Review Date	Determination Date	Determination Notice Date	Review Outcome Document
There are no requests for consideration or appeals to display for this case.					

Figure 54: Screen shot of eRegister results screen expanded to show details of Appeals if any

Determination records are published on the register 15 days after the *Determination Notice Date* to allow for any Notice for Consideration to be lodged.

Click on *Received* under the *Status of Prerequisite Documents* field on the register to display a list of documents received and their date of receipt.



Prerequisite Documents Received	
Document Type	Date Received
Bill of Costs	15/01/2019
Certificate of no previous adjudication	15/01/2019
Blank Affidavit of Tots	15/01/2019

Figure 55: Screen shot of eRegister Prerequisite Documents Received List

## 4.10. Information

Click on the Information top menu bar dropdown arrow and select the required option to be transferred to the relevant section of the Courts Service Website.



Figure 56: Screen shot of Information dropdown arrow options

## 5. Creating an Application for Adjudication of Legal Costs (LCA)

Log into CSOL (See Section 3 above).

The home page tab entitled **My Dashboard** will open showing option (a) to *Create an Application for Adjudication of Legal Costs* and option (b) to access *draft* Applications for Legal Costs which were previously created but not completed by anyone in the firm.

Click on **Create an Application for Adjudication of Legal Costs.**

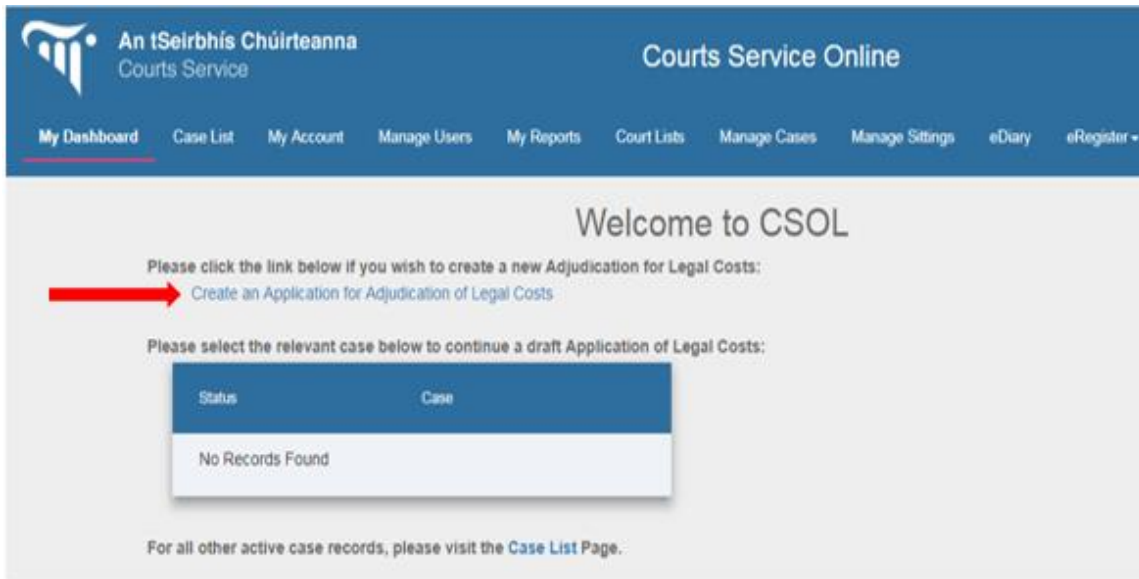


Figure 57: Screen shot of Legal Cost Accountant My Dashboard page

The application screen will open and a list of the 7 steps to be completed will be shown at the top of the screen. These 7 steps will need to be completed sequentially in order to successfully create an Application for Adjudication of Costs: -

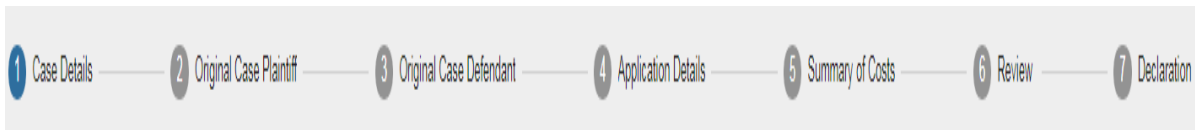


Figure 58: Numbers 1 to 7 of steps to be completed for submission of on-line application

As each screen is successfully completed the screen number will change to a tick and the screen will progress to the next screen to be completed.

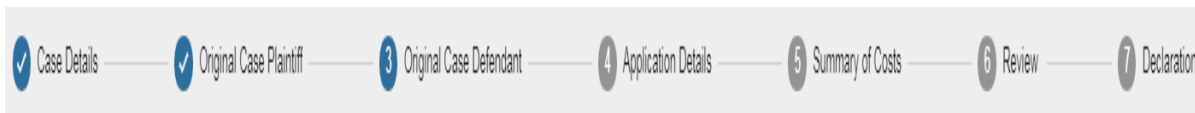


Figure 59: Two of the seven steps completed for submission of on-line application

At the bottom of most screens there will be an *Exit* and *Save and Proceed to Step* buttons.

- **Exit button**  
- allows the user to exit the application while saving changes made to their LCA application
- **Save and Proceed button**  
- saves the form details if input validation is successful and proceeds to the next screen, otherwise validation errors are displayed which need to be addressed before the user is able to save the changes and advance to the next screen.

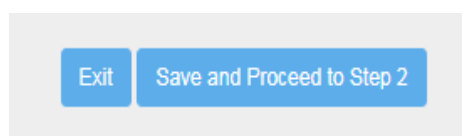





Figure 60: Exit and Save and Proceed button

When hovering the mouse over a  button a tooltip with information relating to that field is displayed on screen

**Note: All fields on CSOL with \* are mandatory fields and must be completed.**

Clicking on the drop-down arrow on any field will show the list of available options that can be selected in that field. Click on any option and CSOL will populate the field with the selection made.

Information notes are displayed on the right-hand side of the screen in respect of the following items:

-  Creating an Adjudication of Legal Costs
-  Checklist for Online Application

Click on drop down arrow to display additional information – informing the user that the items referenced in the itemised checklist must be manually submitted to the OLCA for verification in order to create an application. **In addition, the user is advised that if the application relates to a Legal Practitioner/Client case without an originating jurisdiction the application must be submitted manually to the OLCA.**

Figure 61: Screen shot of Case Details – Step 1, with Expanded Information fields

## 5.1. Case Details – Step 1

In the **Case Details** Screen the details of the New Legal Costs Adjudication (LCA) application are to be populated into the required boxes.

There are two Application types for Legal Cost Adjudications (a) Party and Party Applications and (b) Legal Practitioner and Client Applications. At present Legal Cost Accountant and Legal Firm users can only create **Party and Party Case Type Applications.**

Figure 62: Screen shot of Case Details – Step 1 – Application Type

1. **What type of Adjudication of Legal Costs are you applying for?**

- Click on drop down arrow - Select “Party & Party” option only

In the event where an external user selects Legal Practitioner and Client Case as the type of Adjudication of Legal Costs Application, the system will not allow the application to proceed past the Case Details Screen and will display a warning message. **Legal Practitioner and Client Case Type Applications** are to be **submitted manually to the OLCA** for inputting onto system.

2. **Please confirm the Jurisdiction of originating case**

- Click on drop down arrow - Select the appropriate court jurisdiction of the originating case from the dropdown list.

3. **Please input the reference of the originating case**

- Enter the reference number of the originating case in the field

4. **Please input the title of the originating case**

- Enter the title of the originating case in the field as it appears on the Court Order

following the *Data Convention Rules (See Page 5)*.

5. **Please confirm the type of the originating case**

- Click on drop down arrow – Select the type of the originating case from the dropdown lists.

6. **Hearings for this case are to be held IN CAMERA?**

- The value displayed automatically by the system is based on the response provided in the previous step.
- The system only categorises three of the listed case types as automatically deemed to be IN CAMERA cases
  - Family Law, Case Stated or Hepatitis C tribunal cases will default to “Yes” while all other case types will default to “No”.
- Other types of originating cases may be **IN CAMERA** and these additional IN CAMERA case must be clearly identified to the OLCA by the party making an Application for Adjudication.
- The OLCA will change the **IN CAMERA** status of the case from NO to **YES**.

### **Important Notice**

### **In Camera Cases**

**It is the obligation of the party making an application for adjudication, to make themselves aware of and complete the on-line application form, in such a manner so as to comply with their legal obligations arising in connection with the law pertaining to *In Camera* proceedings.**

**Failure to clearly indicate this may result in the full details of the application being published, thereby being in breach of the *In Camera* Rule.**

**The Office of the Legal Costs Adjudicators will have no responsibility in the event of a breach on the part of applicants**

7. **To whom were costs awarded in the originating case?**

- Click on drop down arrow - Select the required option from the dropdown list

8. **As an Applicant, are you?**

- Click on drop down arrow - Select the required option from the dropdown list

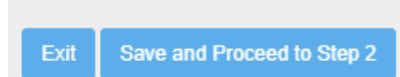
- The options are: As an applicant for legal costs adjudication are you the **“Party Seeking Costs”** or the **“Party Paying Costs”**.

Click **“Save and Proceed to Step 2”** button.

This allows you to progress to the next screen and the case details are saved / updated if all required fields have been populated and validated.

If validation was not successful errors are displayed on screen **marked in red** which will need to be rectified before you are able to advance the next screen.

Once the changes are made click the **“Save & Proceed to Step 2”** button to advance. The draft application is saved but a case number is not generated at this point.



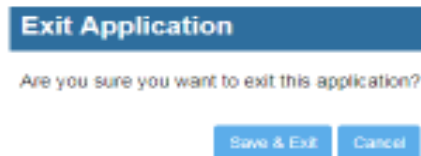
*Figure 63: Exit and Save and Proceed button*

Alternatively, you can you exit CSOL at this point.

Click **“Exit”** button.

If you have inputted the reference number of the originating case in field 3 above a dialog box is presented on screen with a message: -

“Are you sure you want to exit this application?”. By clicking on the “Save and Exit” button on the dialog box you can exit the application and save the changes. When you next login the application will be included in the draft applications list on the My Dashboard page.



*Figure 64: Exit dialog box displayed on Case Details screen*

## 5.2. Original Case Plaintiff – Step 2

In the **Original Case Plaintiff** Screen the details of the plaintiff(s) in the original proceedings and details of their legal representative and legal costs accountant firm (if relevant) are to be populated into the required fields: -

**Original Case Plaintiff**

Please provide the details of the Plaintiff in the original proceedings

What is the plaintiff's role in this application for adjudication of legal costs? \*

Applicant  ?

Party Type \*

Individual  ?

Please confirm the status of the individual if they require representation

None

First Name: \*

Christ

Last Name: \*

Mass

Address: \*

C/O Solicitors Details

Town/City: \*

Balbriggan

County: \*

Carlow

Eircode/Postcode:

Country: \*

IRELAND

Email: \*

?

Contact Number: \*

010000000  ?

Is the plaintiff a lay litigant in this application?

Please confirm the legal practitioner representing the plaintiff in this application \*

Selected Legal Practitioner

Law Society Number

Please confirm the legal costs accountant representing the plaintiff in this application \*

Selected Legal Costs Accountant

[Add Plaintiff](#)

Figure 65: Original Case Plaintiff screen

1. **What is the Plaintiff's role in this application for adjudication of legal costs?**

- Click on drop down arrow and select the required option from the dropdown list.

2. **Party Type**

- Click on drop down arrow and select the required option from the dropdown list.

If the "**Individual**" option is selected for *Party Type*

- **An additional option field is displayed on screen.**

**Please confirm the status of the individual if they require representation.**

- Select appropriate option from dropdown menu if required.

3. **Name or First Name and Last Name**

- Input name of Original Case Plaintiff.

4. **Address; Town/City; County; Eircode/Postcode; Country;**

- Input Plaintiffs Address.
- Note that the inputted address may appear on the Notice of Application for Adjudication generated from the system by the OLCA (if the Original Plaintiff is the Respondent for the LCA application).

5. **Email and Contact Number**

- Input email address and contact number.
- Note that email notifications relating to the case will issue to this email address.

6. **Is the Plaintiff a lay litigant in this application?**

- If Plaintiff is a Lay Litigant - Click the checkbox in the field.
- If the checkbox is ticked the fields referred to in 7 and 8 below are hidden from view and the user proceeds to No 9.
- If checkbox is not ticked No. 7\* and 8\* are \* **mandatory fields and must be completed**. However, if details are entered in either field the other field is no longer mandatory.

7. **Please confirm the legal practitioner representing the plaintiff in this application**

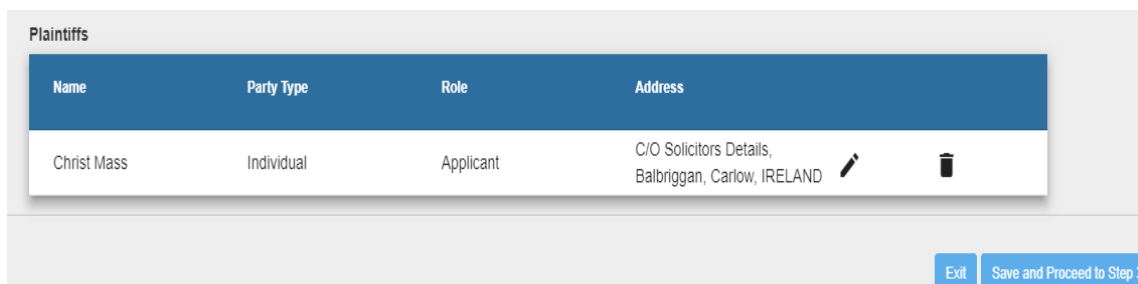
- Enter the details of the legal practitioner (if any) representing the plaintiff.
- When keying in the name of the legal firm a list of names of legal firms is displayed on screen and this list is filtered as more letters are entered.
- Click on the name of the required legal firm once the name of the firm appears on screen.

8. **Please confirm the legal costs accountant representing the plaintiff in this application**

- Enter the details of the legal costs accountant (if any) representing the plaintiff.
- When the user commences keying in the name of the legal costs accountant a list of names of legal costs accountants is displayed on screen and this list is filtered as more letters are entered.
- The user should click on the name of the required legal firm once the name of the firm appears on screen.
- If the name is not displayed on screen contact the OLCA.

9. Click the **Add Plaintiff** button to add the plaintiff to the case.

- A summary record of the plaintiff is then automatically added to the *Plaintiffs* table at the bottom of the screen and all the input fields on the *Plaintiff* screen are reset to enable an additional plaintiff to be added.
- Multiple plaintiffs can be added if required. Each time details for a plaintiff are entered the *Add Plaintiff* button must be clicked to add the new record to the case and to the *Plaintiffs* summary table. There must be a minimum of one plaintiff populated in the *Plaintiffs* summary table to advance to the next screen.




The screenshot shows a table titled "Plaintiffs" with the following data:

Name	Party Type	Role	Address
Christ Mass	Individual	Applicant	C/O Solicitors Details, Balbriggan, Carlow, IRELAND

At the bottom right of the table, there are two buttons: "Exit" and "Save and Proceed to Step 3".

Figure 66: Populated Plaintiff's Summary Table.

10. A user can **delete a Plaintiff record** in the Plaintiff summary table by clicking on the delete  icon opposite the record to be remove.

- When the delete icon is clicked a message appears on screen "Are you sure you want to delete this Plaintiff?" with "Confirm" and "Cancel" buttons. Click the *Confirm* button to delete the record or *Cancel* button to return to the Original Plaintiff screen without deleting the record.

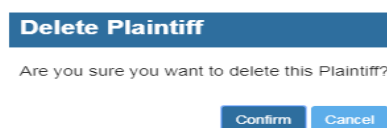



Figure 67: Delete Plaintiff dialog box displayed on Original Case Plaintiff screen

11. A user can **edit a Plaintiff record** in the Plaintiff summary table by clicking on the edit  icon opposite the record to be edited and all fields can then be edited.

Once the required change(s) is made click on the “*Save Changes*” button to save the changes.

12. Click “**Save and Proceed to Step 3**” button.

This allows you to progress to the next screen and the Plaintiff details are saved/updated if input validation is successful otherwise validation errors are displayed and all errors must be corrected before being allowed to advance to the next screen.

If a user clicks the “Save & Proceed to Step 3” button to advance to the next screen but has not added a plaintiff to the summary table a warning message is displayed, and the user is unable to proceed to Step 3 until at least one plaintiff has been added.

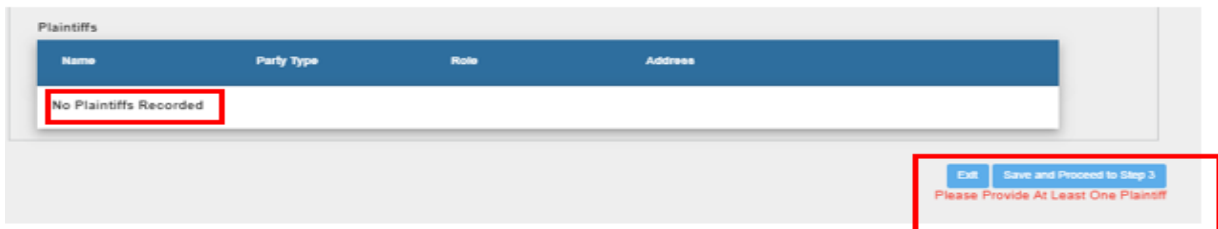


Figure 68: Plaintiff's Summary Table (with No Plaintiff recorded – alert message)

In a draft application, there is logic on the *Plaintiff/Defendant* screens to ensure that data previously entered by a user is not invalidated by subsequent edits to the draft.

### 5.3. Original Case Defendant – Step 3

In the **Original Case Defendant** Screen the details of the defendant(s) in the original proceedings are to be populated into the required fields: -

**Original Case Defendant**

Please provide the details of the Defendant in the original proceedings

What is the defendant's role in this application for adjudication of legal costs? \*

Respondent ?

Party Type \*

Individual ?

Please confirm the status of the individual if they require representation

None

First Name: \*      Last Name: \*

\_\_\_\_\_

Address: \*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town/City: \*      County: \*

\_\_\_\_\_

\_\_\_\_\_

Eircode/Postcode:      Country: \*

\_\_\_\_\_

IRELAND

Email: \*

\_\_\_\_\_ ?

Contact Number: \*

\_\_\_\_\_ ?

Is the defendant a lay litigant in this application?

Please confirm the legal practitioner representing the defendant in this application \*

Begin typing to search...

Please confirm the legal costs accountant representing the defendant in this application \*

Begin typing to search...

[Add Defendant](#)

Figure 69: Original Case Defendant screen

1. **What is the Defendant's role in this application for adjudication of legal costs?**

- Click on drop down arrow and select the required option from the dropdown list.

2. **Party Type**

- Click on drop down arrow and select the required option from the dropdown list.

If the **"Individual"** option is selected for *Party Type*

- **An additional option field is displayed on screen.**

**Please confirm the status of the individual if they require representation.**

- Select appropriate option from dropdown menu if required.

3. **Name or First Name and Last Name**

- Input name of Original Case Defendant.

4. **Address; Town/City; County; Eircode/Postcode; Country**

- Input Defendants Address.
- Note that the inputted address may appear on the Notice of Application for Adjudication generated from the system by the OLCA.

5. **Email and Contact Number**

- Input email address and contact number.
- Note that email notifications relating to the case will issue to this email address.

6. **Is the Defendant a lay litigant in this application?**

- If Defendant is a Lay Litigant - Click the checkbox in the field.
- If the checkbox is ticked the fields referred to in 7 and 8 below are hidden from view and the user proceeds to No 9.
- If checkbox is not ticked No. 7\* and 8\* are \* **mandatory fields and must be completed**. However, if details are entered in either field the other field is no longer mandatory.

7. **Please confirm the legal practitioner representing the defendant in this application**


- Enter the details of the legal practitioner (if any) representing the defendant.
- When keying in the name of the legal firm a list of names of legal firms is displayed on screen and this list is filtered as more letters are entered.
- Click on the name of the required legal firm once the name of the firm appears on screen.

8. **Please confirm the legal costs accountant representing the defendant in this application**



- Enter the details of the legal costs accountant (if any) representing the defendant.
- When the user commences keying in the name of the legal costs accountant a list of names of legal costs accountants is displayed on screen and this list is filtered as more letters are entered.
- The user should click on the name of the required legal firm once the name of the firm appears on screen.
- If the name is not displayed on screen contact the OLCA.

9. Click the **Add Defendant** button to add the defendant to the case.

- A summary record of the defendant is then automatically added to the Defendants table at the bottom of the screen and all the input fields on the *Defendant* screen are reset to enable an additional defendant to be added.
- Multiple defendant(s) can be added if required. Each time details for a defendant are entered the *Add Defendant* button must be clicked to add the new record to the case and to the *Defendants* summary table. There must be a minimum of one defendant populated in the *Defendants* summary table to advance to the next screen.




The screenshot shows a table titled "Defendants" with the following data:

Name	Party Type	Role	Address		
Jack	Sole Trader	Notice Party	Main Street, Tralee, Kerry, IRELAND		

At the bottom right of the table, there are two buttons: "Exit" and "Save and Proceed to Step 4".

Figure 70: Populated Defendant's Summary Table with Edit and Delete icons highlighted

10. A user can **delete a Defendant record** in the Defendant(s) summary table by clicking on the delete  icon opposite the record to be remove.

- When the delete icon is clicked a message appears on screen "Are you sure you want to delete this Defendant?" with "Confirm" and "Cancel" buttons. Click the *Confirm* button to delete the record or *Cancel* button to return to the Original Defendant(s) screen without deleting the record.

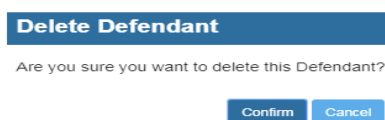



Figure 71: Delete Defendant dialog box displayed on Original Case Defendant screen

11. A user can **edit a Defendant record** in the Defendants summary table by clicking on the edit  icon opposite the record to be edited and all fields can then be edited.

Once the required change(s) is made click on the "Save Changes" button to save the Changes.

12. Click **“Save and Proceed to Step 4”** button.

This allows you to progress to the next screen and the Defendant details are saved/updated if input validation is successful otherwise validation errors are displayed which need to be rectified before advancing to the next screen.

If a user clicks the “Save & Proceed to Step 4” button to advance to the next screen but has not added a Defendant to the case a warning message is displayed (see Figure below) and the user is unable to proceed to Step 4 until at least one Defendant has been added.

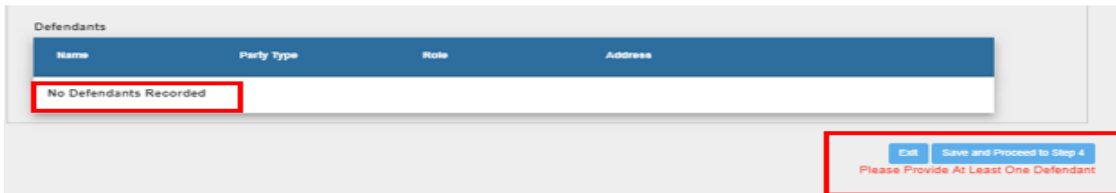


Figure 72: Defendant's Summary Table (with alert message displayed - No Defendant added)

In a draft application, there is logic on the Plaintiff/Defendant screens to ensure that data previously entered by a user is not invalidated by subsequent edits to the draft.

## 5.4. Application Details – Step 4

In the **Application Details** screen the details of the Legal Costs Adjudication application are to be populated into the required fields: -

The next sequence of questions that will be shown on the application screen will be determined by the type of adjudication application entered previously in the *Case Details* screen and if the applicant is the **Party Seeking Costs** or **Party Paying Costs**.

## (a) "Party & Party" case type (Party Seeking Costs)

The screenshot shows a multi-step navigation bar at the top with steps 1 through 7. Step 4, 'Application Details', is the active step. Below the navigation bar is a form titled 'Application Details' with the following fields:

- Question: "What portion of the bill of costs needs to be adjudicated upon?\*"  
Field: A dropdown menu with the text "- Applying in relation to -" and a question mark icon.
- Question: "On what date were the bill of costs received?\*"  
Field: A date picker with the text "Choose a date", a calendar icon, a trash icon, and a question mark icon.
- Question: "On what date did you serve a copy of the bill of costs with a request to agree the costs and the matters or items in the bill of costs?\*"  
Field: A date picker with the text "Choose a date", a calendar icon, a trash icon, and a question mark icon.
- Question: "Do you certify that the person who is the subject of the order to pay costs has:\*"  
Field: A dropdown menu with the text "- Status of Bill of Costs -" and a question mark icon.
- Question: "Please confirm the total amount on the bill of costs\*"  
Field: A text input field with a question mark icon.
- Question: "Please confirm the number of items in the bill of costs\*"  
Field: A text input field with a question mark icon.

At the bottom right of the form are two buttons: "Exit" and "Save and Proceed to Step 5".

Figure 73: Application Details screen (Party seeking costs)

### 1. What portion of the bill of costs needs to be adjudicated upon?

- Click on drop down arrow and select the required option from the dropdown list

Enter a date into **one** of the following fields: -

### 2. On What date were the bill of costs received? \*

- If you are the **party paying costs** input the date of receipt of the bill of costs.
- Click on calendar icon and select appropriate date.

or

### 3. On what date did you serve a copy of the bill of costs with a request to agree the costs and the matters or items in the bill of costs? \*

- If you are the **party seeking costs** input the date of service of the bill of costs.
- Click on Calendar icon and select appropriate date in the past (i.e. prior to today).

**Note:** - If either field 2. or 3. are showing as a **validation error (mandatory field)** following the user clicking on the **Save and Proceed to Step 5** button User should **insert the same date** as already inputted **into the alternative field.**

**4. Do you certify that the person who is the subject of the order to pay costs has?**

- Click on drop down arrow and select the required option from the dropdown list
- “Not disputed the Bill of Costs” or “Disputed some of the bill of costs” or “Disputed all of the bill of costs”.

**5. Please confirm the total amount of the bill of costs**

- Enter the total amount of the bill of costs.

**6. Please confirm the number of items in the bill of costs**

- Enter the number of items in the bill of costs.

**(b) “Party & Party” case type (Party Paying costs)**

Case Details — Original Case Plaintiff — Original Case Defendant — 4 Application Details — 5 Summary of Costs — 6 Review — 7 Declaration

Application Details

What portion of the bill of costs needs to be adjudicated upon? \*

- Applying in relation to - ?

On what date were the bill of costs received? \*

Choose a date ?

Do you certify that you have attempted to agree the bill of costs with the person in whose favour the order to pay costs has been made? \*

- Attempted to Agree - ?

What is the current status of the disputed matters or items? \*

- Current Status - ?

Please confirm the total amount on the bill of costs \*

Please confirm the number of items in the bill of costs \*

Exit Save and Proceed to Step 5

Figure 74: Application Details screen (Party paying costs)

**1. What portion of the bill of costs needs to be adjudicated upon?**

- Click on drop down arrow and select the required option from the dropdown list.

**2. On what date were the bill of costs received?**

- Click on calendar icon and select appropriate date in the past.

**3. Do you certify that you attempted to agree the bill of costs with the person in whose favour the order to pay costs has been made?**

- Click on drop down arrow – Select “**Yes**” option  
(which is mandatory in order to proceed with the application).

**4. What is the current status of the disputed items?**

- Click on drop down arrow and select the required option from the dropdown list.
- “*No agreement reached on any*” or “*Agreement reached on some but not all*”.

**5. Please confirm the total amount of the bill of costs**

- Enter amount in the bill of costs.

**6. Please confirm the number of items in the bill of costs**

- Enter the number of items in the bill of costs.

Click “**Save and Proceed to Step 5**” button. This allows you to progress to the next screen if input validation is successful; otherwise validation errors are displayed which need to be rectified before advancing.

Once the required amendments are made click the “**Save & Proceed to Step 5**” button to advance to the next screen.

## **5.5. Summary of Costs – Step 5**

All summary cost items in dispute for the various stages and categories must be recorded and added to the Summary of Costs table as these will be the basis for the application for adjudication.

Figure 75: Summary of Costs screen (Party paying costs)

1. **Stage** - Click on drop down arrow – 6 options are presented.
  - Select relevant option from dropdown list.
    - Costs incurred before commencement of proceedings
    - Costs from commencement of trial /settlement date
    - Costs incurred during course of trial/settlement and up to determination of proceedings
    - Costs incurred subsequent to trial
    - Services to which the costs relate do not relate to legal proceedings
    - The services do relate to legal proceedings but do not fall within those referred to in section a, b, c or d
2. **Category** - Click on drop down arrow – 5 options are presented.
  - Select relevant option from dropdown list.
    - Solicitors' Costs
    - Counsels' Fees
    - Experts' fees and expenses
    - Witness expenses (other than experts)
    - Other expenses
3. **Claimed by Party Entitled** - Enter monetary value in € field.
4. **V.A.T. on Amount Claimed by Party Entitled** - Enter monetary value in € field.
5. Click "**Add Cost Item**" button and the cost is added to the *Summary of Costs* table.
6. Repeat the above steps to add all summary cost items.

7. Users can edit or delete any item added to the summary of costs table by clicking on the relevant icon opposite the cost to be edited/deleted.
8. When all costs have been added click **Save and Proceed to Step 6** button. This allows you to progress to the next screen if input validation is successful; otherwise validation errors are displayed which need to be rectified before advancing.
9. If no cost has been added to the *Summary of Costs* table a warning message is displayed “Please provide at least one cost item”. Once the required amendments are made and a cost item has been added to the table click the “Save & Proceed to Step 6” button again to advance to the Review screen.

**Summary of Costs**

Please provide the Summary of Costs items from the Bill of Costs:

**Stage: \***  
 ?

**Category: \***  
 ?

**Claimed by Party Entitled: \***  ?

**V.A.T on Amount Claimed by Party Entitled: \***  ?

[Add Cost Item](#)

**Summary of Costs**

Stage	Category	Claimed by Party Entitled	V.A.T on Amount Claimed by Party Entitled	Amount Allowed in Respect of Amount Claimed	V.A.T on Amount Allowed	
COSTS INCURRED BEFORE COMMENCEMENT OF PROCEEDINGS	Solicitors' Costs	€1000.00	€230.00	€	€	✎ 🗑
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Counsels' Fees	€2000.00	€460.00	€	€	✎ 🗑
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Experts' fees and expenses	€1310.00	€0.00	€	€	✎ 🗑
<b>Totals</b>		<b>€4310.00</b>	<b>€690.00</b>	<b>€0.00</b>	<b>€0.00</b>	

[Exit](#) [Save and Proceed to Step 6](#)

Figure 76: Summary of Costs screen

## 5.6. Review – Step 6

At this point you will have created an application, entered case details, plaintiff and defendant details, application details and summary of costs items. The *Review* screen which contains a read-only view of the details inputted in the preceding screens enables the user to review the details and user can then click on the edit icon to edit details entered on any of the screens.

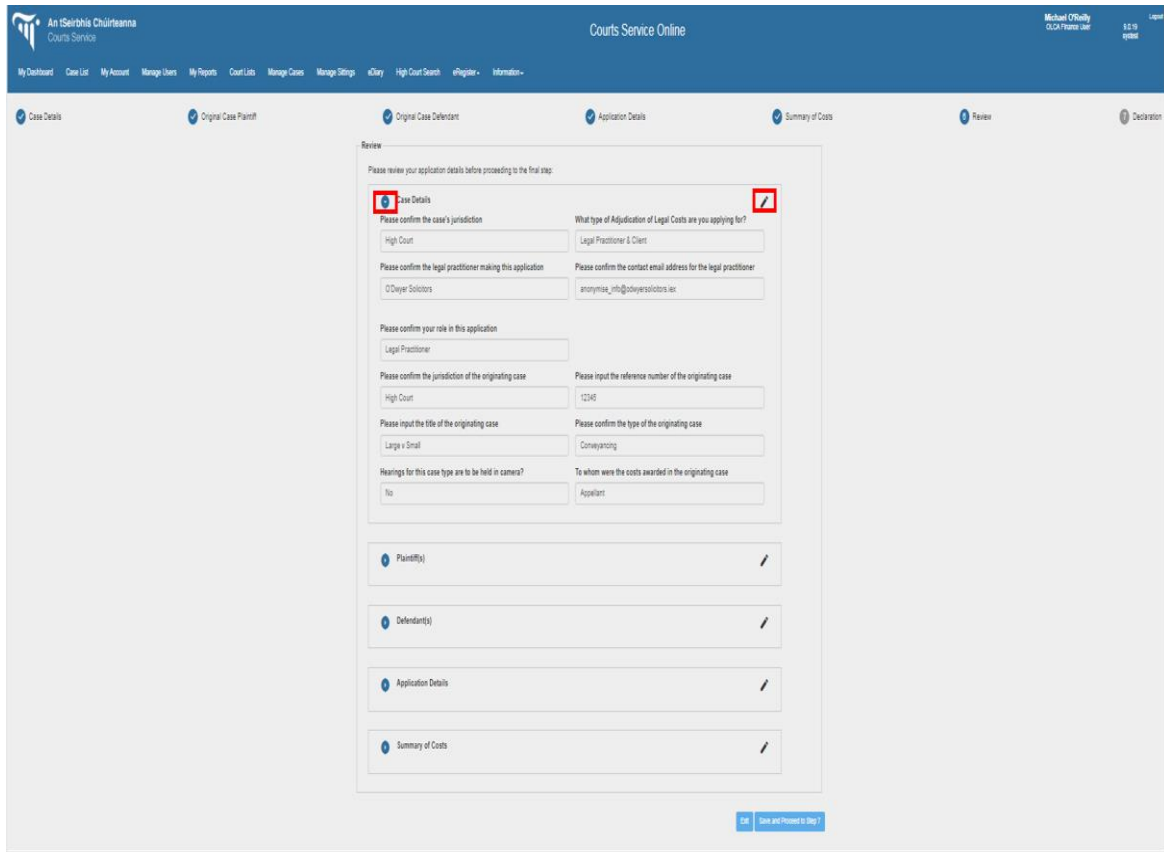




Figure 77: Review screen

1. Click on the expand icon  opposite the screen title to view the details inputted on that screen.
2. To edit any of the details click on the edit icon  opposite the screen title and the screen is displayed in edit mode.
3. Make the required changes and clicks on the **Save and Proceed** button which advances you to the next screen, which is also in edit mode. You need to proceed through each screen in sequence to return to the Review screen.
4. On the Review screen, once all the changes have been made, click on the “**Save & Proceed to Step 7**” button which advances the user to the Declaration screen.

## 5.7. Declaration – Step 7

The application has now been created, reviewed and edited to make any necessary amendments. The declaration screen enables you to complete the declarations and submit the application.

Figure 78: Declaration screen – To be completed by Applicant

Four declaration checkboxes are presented, all **mandatory** fields must be ticked in order to proceed with the application. Clicks the “**Submit**” button to submit the application. A warning message is displayed on screen if any of the mandatory checkboxes have not been ticked to alert you that these checkboxes must be ticked and only when all mandatory checkboxes have been ticked can the application be successfully submitted.

Once submitted a **confirmation page is displayed** which contains the unique Case (application) ID assigned by the system and the submission date and time displays.

Figure 79: Confirmation Page screen

An **email notification** is then sent by the system to the applicant indicating that the

application has been received and advising of the next steps in the process.

Click on the **Case List** button and locate the case number assigned in the confirmation page by typing in the case number into the case number filter box.

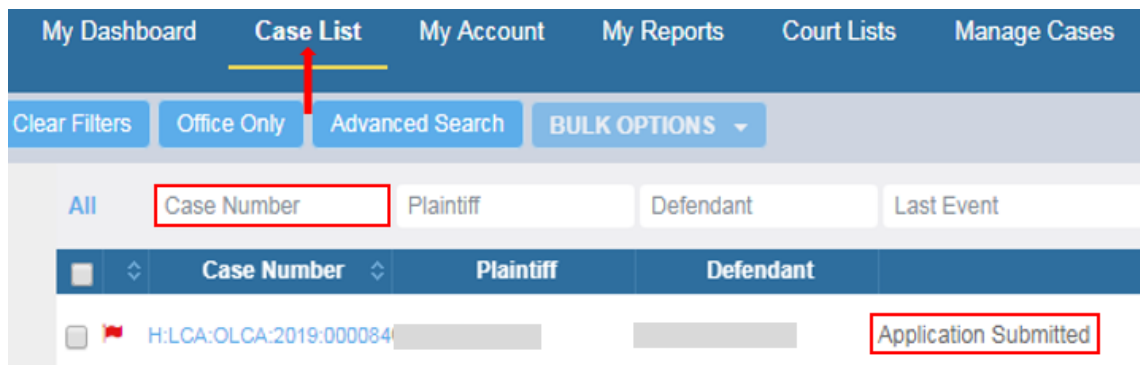


Figure 80: Case List tab screen

A **red action flag** has been set by the system to alert the OLCA that some follow up activity is required on the case. Action flags are cleared when the action has been carried out. The *Last Event* is indicated as *Application Submitted*.

## 6. Submission of Manual Documentation

**Print out and attach a copy of the Case Confirmation email when submitting manual documentation to the OLCA.**

### 6.1. Pre-requisite Documentation Check List

Following submission of a case, the Moving Party must now lodge the following manual documentation with the OLCA.

#### Prerequisite Documentation to be lodged for a **Party & Party** Case

1. Copy of CSOL Case Confirmation Page;
2. A copy of the order of the Court or award of the arbitrator or other order or instrument by which the costs have been awarded or allowed;
3. Certificate of **NO** previous adjudication;
4. Certificate of **In Camera Status** (*Appendix Form No. 18*);
5. Blank Affidavit of Tots (*Appendix Form No. 11*);
6. The bill of costs (*Appendix Form No. 3*);
7. Vouchers, invoices and/or receipts in respect of any disbursement which has not been agreed;
8. A statement of any other records on which the applicant intends to rely on in support of the costs claimed;
9. Where the applicant relies on time records in support of the costs claimed, those time records, separately indexed and paginated;
10. In the case of a party and party adjudication applied for by the person the subject of the order to pay the costs, a certificate that the person has complied with section

154(2) of the 2015 Act. (i.e. the moving party who has been ordered to pay the costs must certify that they have attempted to agree the bill of costs)

Prerequisite Documentation to be lodged for a **Legal Practitioner & Client** Case: -

1. Certificate of **NO** previous adjudication;
2. Certificate of **In Camera Status** (*Appendix Form No. 18*);
3. Blank Affidavit of Tots (*Appendix Form No. 11*);
4. A true copy of each notice provided by the legal practitioner concerned to the client in accordance with section 150 and/or agreement under section 151(1) of the 2015 Act;
5. A true copy of any statement in writing sent under section 153(1) of the 2015 Act;
6. A true copy of any opinion in writing sent under section 153(3) of the 2015 Act;
7. A true copy of any demand for payment;
8. The bill of costs (*Appendix Form No. 3*);
9. Vouchers, invoices and/or receipts in respect of any disbursement which has not been agreed;
10. A statement of any other records on which the applicant intends to rely on in support of the costs claimed;
11. Where the applicant relies on time records in support of the costs claimed, those time records, separately indexed and paginated;

**In Camera Case Must be Identified to the OLCA by Applicant**

## **6.2. Approval / Rejection of Application**

The OLCA will update the system to record that the prerequisite documents have been received. The office will amend the status of the case from *Application Submitted* to *Application Approved* or *Rejected* following a review of the pre-requisite documentation against the online application submitted.

1. If “**Application Approved**” the system sends an email to the Moving Party to inform them of the Case Number and also that their application has been accepted but not yet considered filed and the next steps i.e. Pay Court Application Fee.

Subject: **UAT - Notification H:LCA:OLCA:2019:000079**  
To: [REDACTED]  
From: **noreply\_UAT2@courts.ie**  
Received: **Tue Aug 27 2019 16:12:53 GMT+0100 (Irish Standard Time)**  
Sending IP: **137.191.225.98**

**Dear Sirs,**

Thank you for your Application for Adjudication of Legal Costs which has been approved by the Office of the Legal Costs Adjudicators.

Please note that an application is not filed until payment has been made and the Office of the Legal Costs Adjudicators has confirmed that it is filed. Please log into your CSOL account to make payment of the required Court Duty immediately.

*Office of the Legal Costs Adjudicators*

*This email is system generated and queries should be addressed to [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

*Is r-phost córasghinte é an r-phost seo. Ba chóir aon cheist a sheoladh chuig [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

*Figure 81: Email notification of application approved and Court fee payable*

Following receipt of Payment, the system updates case status to **Application Accepted** and issues an email to the Moving Party informing them that the application is now deemed to be filed.

Subject: **UAT - Notification H:LCA:OLCA:2019:000079**  
To: [REDACTED]  
From: **noreply\_UAT2@courts.ie**  
Received: **Tue Aug 27 2019 16:15:29 GMT+0100 (Irish Standard Time)**  
Sending IP: **137.191.225.98**

**Dear Sirs,**

Thank you for submitting payment for your application for Adjudication of Legal Costs.

Your Application for Adjudication of Legal Costs has been accepted by the Office of the Legal Costs Adjudicators and is now considered filed.

You will be notified shortly with a hearing date for the case  
Office of the Legal Costs Adjudicators

*This email is system generated and queries should be addressed to [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

*Is r-phost córasghinte é an r-phost seo. Ba chóir aon cheist a sheoladh chuig [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

*Figure 82: Email notification of application accepted and filed following receipt of Court fee payment*

Additionally, the system automatically issues a receipt email for the on-line payment.

Subject: UAT - Notification  
To: [REDACTED]  
From: noreply\_UAT2@courts.ie  
Received: Tue Aug 27 2019 16:15:29 GMT+0100 (Irish Standard Time)  
Sending IP:137.191.225.98  
Thank you for using Courts Service Online.

Payment for your order has been successful and will be collected from the payment channel chosen.

Your order which includes the items in the table below has been assigned the following Order Number: ORDER-1566918913728.

Item Type	Description	Created By	Reference	External Number	Cost
Case	Application Accepted	[REDACTED]	[REDACTED]	[REDACTED]	275.00
					<b>Total: 275.00</b>

Courts Online Services

*This email is system generated and queries should be addressed to [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

*Is r-phost córasghinte é an r-phost seo. Ba chóir aon cheist a sheoladh chuig [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

Figure 83: Receipt email following Court fee payment received

2. If “**Application Rejected**” the system sends an email to the Moving Party to inform them that the case was rejected and gives the reason(s) for rejection of the application by the office. The reasons for rejection need to be addressed when making a fresh application for adjudication.

## 7. Notice of Application for Adjudication

Following successful filing of online application, the OLCA lists the application for a hearing date and generates a **Notice of Application for Adjudication** on the system.

(See [Appendix Form No.1](#) - Notice of Application for Adjudication (Party and Party))

or

(See [Appendix Form No.2](#) - Notice of Application for Adjudication (Legal Practitioner and Client)).

Following document generation, the OLCA downloads the **Notice of Application for Adjudication** and Issues it to the Moving Party for service.

In addition to the above per practice direction No.1 of 2020

The Chief Legal Costs Adjudicator directs that, with immediate effect, any party having complied with the procedures for lodging a Bill of Costs for Adjudication and having being issued with a **Notice of Application for Adjudication ( Party & Party )**( See [Appendix Form No.1](#)) by the office, must now additionally lodge, a completed

**Notice of Hearing Date for Adjudication (Party & Party)** (See [Appendix Form No.1A](#)), with the office for issue.

Where a **Notice of Application for Adjudication (Legal Practitioner & Client)** ( See [Appendix Form No.2](#)) has been issued by the office to any party having complied with the procedures for lodging a Bill of Costs for Adjudication, said party must now additionally lodge, a completed **Notice of Hearing Date for Adjudication (Legal Practitioner & Client )** ( See [Appendix Form No.2A](#)), with the office for issue.

***The Notice of Hearing Date for Adjudication forms are to be served as a separate notice to accompany the statutory Notice of Application for Adjudication issued pursuant to Order 99, r.23(1) of the rules of the Superior Court and duly served on the affected party.***

## **8. Making an Online Payment**

*Notifications of Payment Required* will be automatically issued to the applicant by the system at different stages in the Legal Costs Adjudication (LCA) process.

The first type of notification to be generated is in relation to Application Court Fee payment, while the second type of notification to be generated is in relation to Court Duty payment required following the hearing and determination of the application.

### **8.1. Court Application Fee Payment Required**

Following approval of online application by the OLCA the system will issue the following email to the Moving Party ([See Figure 81](#)).

The holder of the firm's Admin and/or Payment User credentials logs into CSOL, clicks on the **Case List** menu button at the top of the screen and locate the case number indicated in the notification email by typing in the case number into the case number filter box (See [Section 4.2.1](#)).

The system automatically opens the case on the *Case Details* tab: -

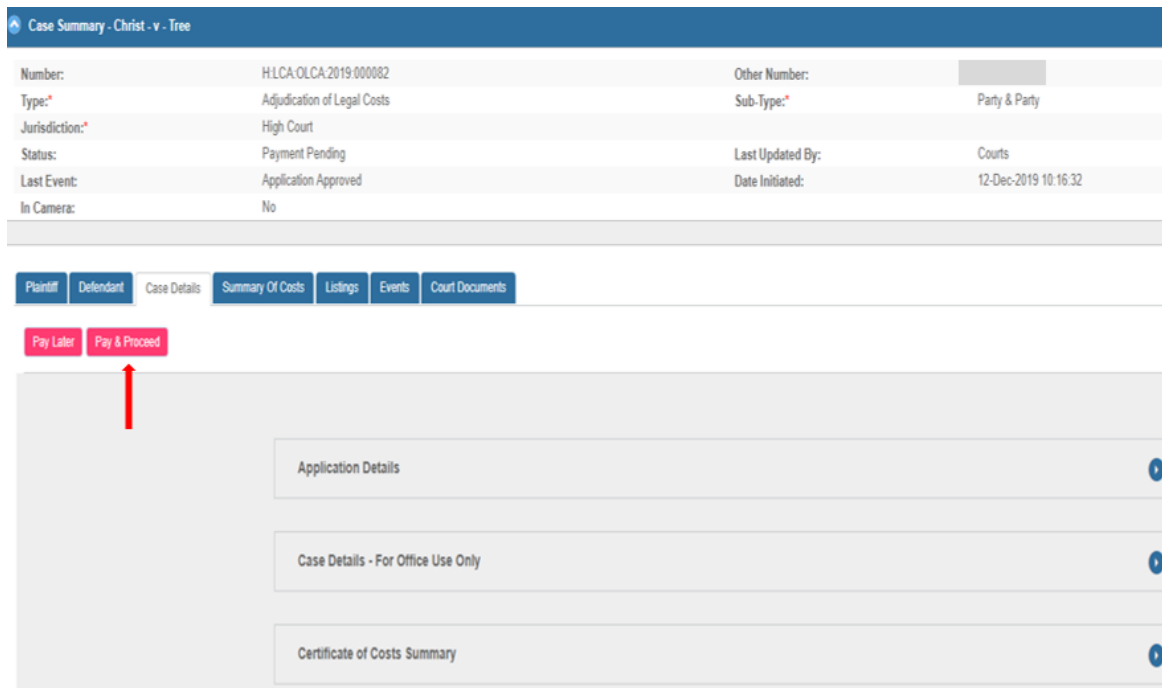


Figure 84: Case Details Tab Screen with Payment buttons displayed

The Admin and/or Payment User clicks on the red Pay & Proceed button and the following message pops up: -

This case and all case details will now be officially recorded in the system and an official Courts Record Number will be assigned. Any initiation documents created for public access will be available in the case Documents area. The relevant case party may also be contacted electronically by the Courts Service in accordance with Courts Service Rules and Procedures.



Figure 85: Case Details Tab Screen pop up message displayed

The Admin and / or Payment User clicks continue, and the Payment History screen is displayed: -

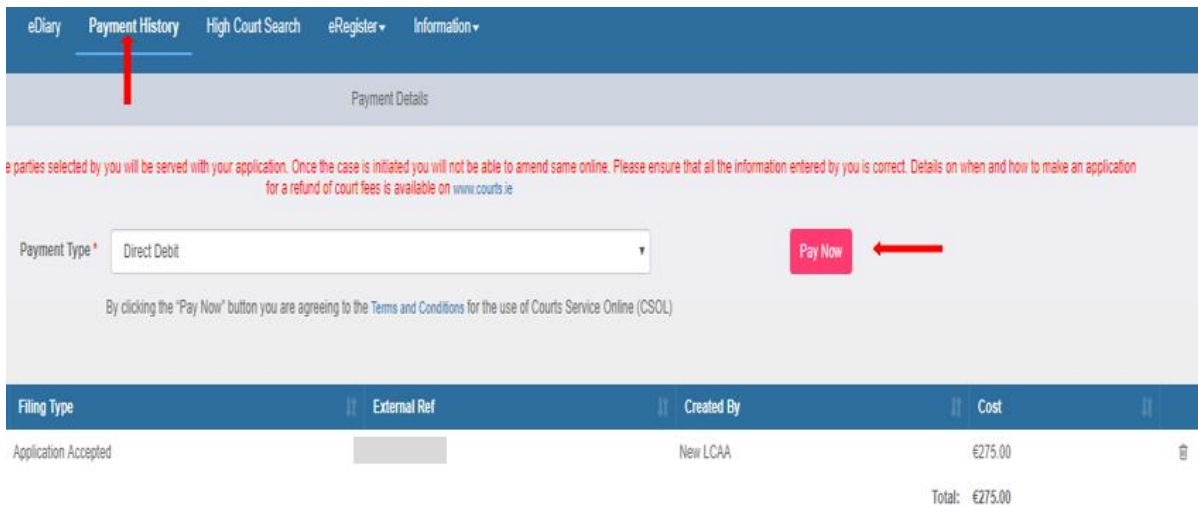


Figure 86: Payment History Screen with Pay Now button displayed

The Admin and/or Payment User reviews the details of the payment to be made and if correct clicks on the *Pay Now* button. A Password Authentication field displays.

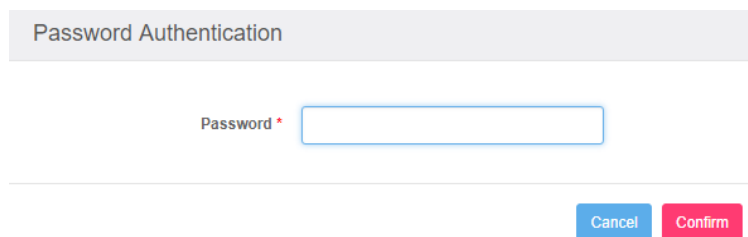


Figure 87: Payment History Screen Password Authentication field displayed

The Admin and/or Payment User inputs their CSOL login Password and click confirm. A payment successfully processed message will appear at the bottom of the screen: -

Your payment has been successfully processed and a receipt has been sent to your email address. Any initiated cases may be accessed from the Case List and/or eRegister search data included in this order will now be dispatched to your email address. Please contact CASU@courts.ie if you do not receive your eRegister search data via email. X

Figure 88: Payment successfully processed message displayed

Following a successfully processed payment the system updates case status to **Application Accepted** and issues an email to the moving party informing them that the application is now deemed to be filed (See Figure 82). Additionally, the system automatically issues a receipt email for the online payment (See Figure 83).

The system updates My Reports – Payment Reconciliation Report with this payment (See Section 4.5)

Case Summary - Christ - v - Tree	
Number:	H:LCA:OLCA:2019:000082
Type:*	Adjudication of Legal Costs
Jurisdiction:*	High Court
Status:	Accepted
Last Event:	Application Accepted
In Camera:	No

Figure 89: Case Status and Last Event Updated following successful payment of notified Court fee

## 8.2. Court Duty Payment Required

Following the Adjudication Hearing and determination of the allowed costs by a Legal Costs Adjudicator the OLCA updates CSOL accordingly.

The case is resulted as determined, with the Case Status being set to *Determined*.

The *Summary of Costs* tab is updated with the individual costs allowed by the Legal Costs Adjudicator.

Summary Of Costs | Listings | Events | Court Documents | Notes

---

Summary of Costs

[Add Cost Item](#)

Summary of Costs







Stage	Category	Claimed by Party Entitled	V.A.T on Amount Claimed by Party Entitled	Amount Allowed in Respect of Amount Claimed	V.A.T on Amount Allowed	
COSTS INCURRED BEFORE COMMENCEMENT OF PROCEEDINGS	Solicitors' Costs	€1000	€230	€500	€115	 
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Counsels' Fees	€2000	€460	€1000	€230	 
COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS	Experts' fees and expenses	€1310	€0	€1310	€0	 
<b>Totals</b>		<b>€4310.00</b>	<b>€690.00</b>	<b>€2810.00</b>	<b>€345.00</b>	

Figure 90: Summary of Costs tab updated by the OLCA with the individual costs allowed by the Legal Costs Adjudicator

The *Case Details* tab - *Cert of Costs Summary* is then updated with the total amount of Costs and V.A.T. allowed and the Calculated Court Duty.

Save Cancel

Application Details

Case Details - For Office Use Only

Certificate of Costs Summary

Certificate of Costs Amount Allowed €	2810	V.A.T. on Certificate of Costs Amount Allowed €	345
Court Duty Amount €	248	Court Duty Date Paid	Choose a date
Court Duty Amount Paid €	0	Court Duty Amount Outstanding €	0
Court Duty Payment Reference		Date Signed Affidavit of Tots Filed	Choose a date
Certificate of Costs Fee Amount Paid €	0	Certificate of Costs Fee Date Paid	Choose a date

Figure 91: Case Details screen with Certificate of Costs Summary expanded – Showing updated total amount of cost and vat allowed and calculated court duty amount payable.

The *Notify Costs* Button is clicked - the case *Status* is set to *Costs Notified* and a *Costs Notified* event is created in the *Events* tab (See Figure 24).

The system auto issues email notifications to both case parties informing them that the amount allowed has been updated.

Subject: **FIX - Notification H:LCA:OLCA:2019:000082**  
 To: **newlcaa**  
 From: **noreply\_PRODFIX1@courts.ie**  
 Received: **Thu Dec 12 2019 11:45:13 GMT+0000 (Greenwich Mean Time)**  
 Sending IP: **137.191.225.98**  
 Parts: **html**  
 Attachments: [Subscribe to receive Attachments]

**Dear Sirs,**

The Summary of Costs in this matter has now been updated and requires your attention.

Please log on to the case record on CSOL and take such action as may be required.

In order to discharge Court Duty, please go to Summary of Costs option and access the payment option provided.

You are being copied on this notification where you are a party in this matter.

*Office of the Legal Costs Adjudicators*

Figure 92: Email notification of Summary of Costs Updated and Court Duty to be discharged

The firm's holder of Admin and/or Payment User credentials then logs into CSOL, clicks on the **Case List** menu button at the top of the screen and locate the case number indicated in the notification email by typing in the case number into the case number filter box (See Section 4.2.1).

The system automatically opens the case on the *Case Details* tab user clicks on the *Summary of Costs* tab and reviews the updated allowed cost figures.

Figure 93: Summary of Costs tab Updated with Allowed figures

User then Clicks on the *Case Details* tab and clicks on the drop-down arrow of the *Certificate of Costs Summary* to expand this section.

User then reviews the *total amount of cost and vat allowed* and calculated *court duty* amount payable (See Figure 91).

**Not in Agreement - with Updated Summary of Costs and Court Duty: -**

1. If the user is not in agreement with the figures, contact the OLCA by email at info\_legalcostsadjudicators@courts.ie indicating clearly what figures are in dispute.
2. The OLCA will review the figures and where necessary update the *Summary of Costs* figures and the corresponding figures in the *Case Details* tab - *Cert of Costs Summary*.
3. The OLCA re-clicks the *Notify Costs* Button and the case *Status* is re-set to *Costs Notified* and creates a new *Costs Notified* event in *Events* tab (See Figure 24).
4. The system automatically re-issues email notifications to both case parties informing them that the amount allowed has been updated.
5. Following receipt of the above email the User logs into CSOL and clicks on the **Case List** menu button at the top of the screen and locate the case number referred to in the Notification email.

The *Case Details* page opens user clicks on the *Summary of Costs* tab and reviews the newly updated allowed cost figures. If the user is not in agreement repeat steps 1 to 5.

**In Agreement - with Updated Summary of Costs and Court Duty: -**

1. If the user is in agreement with the figures the applicant then provides the OLCA with a draft **Certificate of Determination in the Matter of Adjudication of Costs** (Party and Party) (*Appendix Form No.7*) or (Legal Practitioner and Client) (*Appendix Form No.8*).
2. The draft **Certificate of Determination in the Matter of Adjudication of Costs** is checked by the OLCA and agreed with the Legal Costs Accountant/Solicitor.
3. A signed **Affidavit of TOTS** (*Appendix Form No.11*) is then filed with the OLCA and CSOL is updated by the office.
4. The **Court Duty** and **Certificate of Determination fee** is to be paid:-
  - a. The firm's holder of Admin and/or Payment User credentials then logs into CSOL, clicks on the **Case List** menu button at the top of the screen and locate the case number indicated in the notification email by typing in the case number into the case number filter box (*See Section 4.2.1*).
  - b. The system automatically opens the case on the *Case Details* tab user clicks on the *Summary of Costs* tab (*See Figure 93 above*)
  - c. The Admin and/or Payment User clicks on the **red Pay & Proceed** button and the following message pops up: -

This case and all case details will now be officially recorded in the system and an official Courts Record Number will be assigned. Any initiation documents created for public access will be available in the case Documents area. The relevant case party may also be contacted electronically by the Courts Service in accordance with Courts Service Rules and Procedures.



*Figure 94: Case Details Tab Screen pop up message displayed*

The Admin and / or Payment User clicks continue, and the Payment History screen is displayed: -

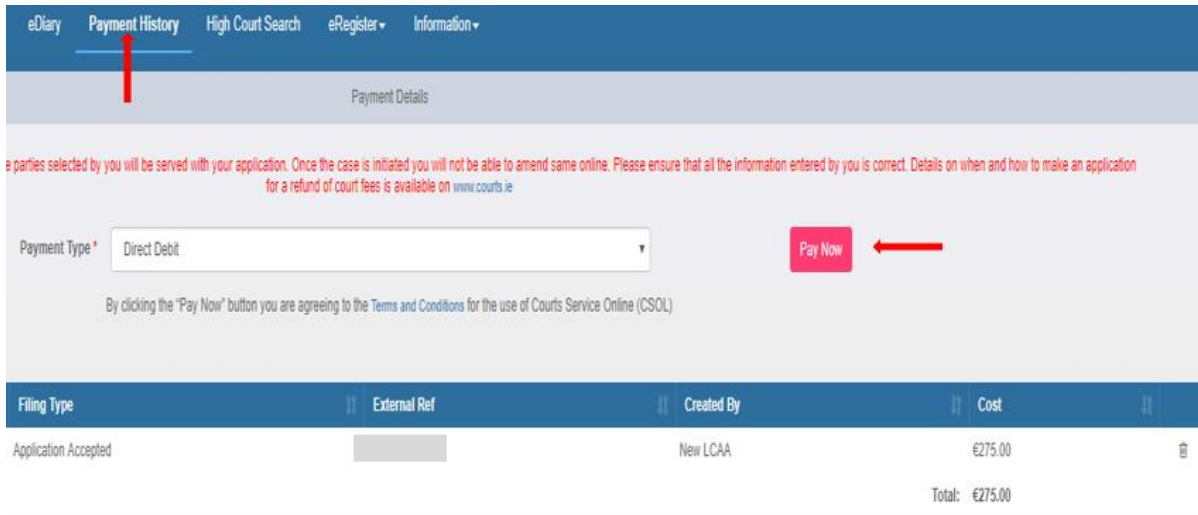


Figure 95: Payment History Screen with Pay Now button displayed

The Admin and/or Payment User reviews the details of the payment to be made and if correct clicks on the *Pay Now* button. A Password Authentication field displays.

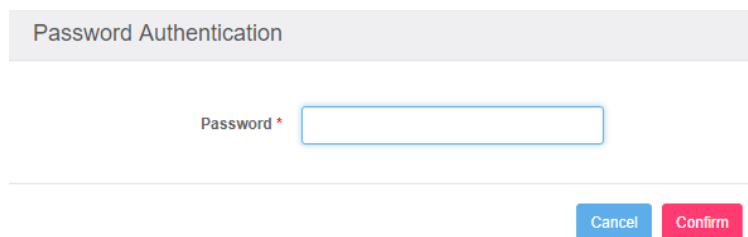


Figure 96: Payment History Screen Password Authentication field displayed

The Admin and/or Payment User inputs their CSOL login Password and click confirm. A payment successfully processed message will appear at the bottom of the screen: -

Your payment has been successfully processed and a receipt has been sent to your email address. Any initiated cases may be accessed from the Case List and/or eRegister search data included in this order will now be dispatched to your email address. Please contact CASU@courts.ie if you do not receive your eRegister search data via email. X

Figure 97: Payment successfully processed message displayed

The system automatically issues a receipt email: -

Subject: **UAT - Notification**  
To: [REDACTED]  
From: **noreply\_UAT2@courts.ie**  
Received: **Wed Aug 28 2019 10:07:58 GMT+0100 (Irish Standard Time)**  
Sending IP: **137.191.225.98**  
Thank you for using Courts Service Online.

Payment for your order has been successful and will be collected from the payment channel chosen.

Your order which includes the items in the table below has been assigned the following Order Number: ORDER-1566983262201.

Item Type	Description	Created By	Reference	External Number	Cost
Case	Cert. of Costs Pending	LCAA	[REDACTED]	[REDACTED]	3268.00
					<b>Total: 3268.00</b>

#### Courts Online Services

*This email is system generated and queries should be addressed to [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

*Is r-phost córasghinte é an r-phost seo. Ba chóir aon cheist a sheoladh chuig [info\\_legalcostsadjudicators@courts.ie](mailto:info_legalcostsadjudicators@courts.ie)*

Figure 98: Receipt email following Court Duty payment received.

## 9. Certificate of Determination

At this stage the hearing has taken place and the Legal Costs Adjudicator has determined the allowed costs, which have been entered in the Summary Costs and Cert of Costs Summary by the OLCA. Applicant and respondent have been notified by email that costs are available to view on the CSOL system. The costs have been reviewed by the applicant and accepted as an accurate representation of the outcome of the hearing.

Applicant provides the OLCA with a draft **Certificate of Determination in the Matter of Adjudication of Costs** (Party and Party) ([Appendix Form No.7](#)) or (Legal Practitioner and Client) ([Appendix Form No.8](#)).

The draft **Certificate of Determination in the Matter of Adjudication of Costs** is checked by the OLCA and agreed by the Legal Costs Accountant/Solicitor.

A signed **Affidavit of TOTS** ([Appendix Form No.11](#)) is filed with the OLCA and CSOL is updated by the office.

The **Court Duty** and **Certificate of Determination fee** is paid and updated on CSOL.

OLCA issues the signed Certificate of Determination to the applicant.

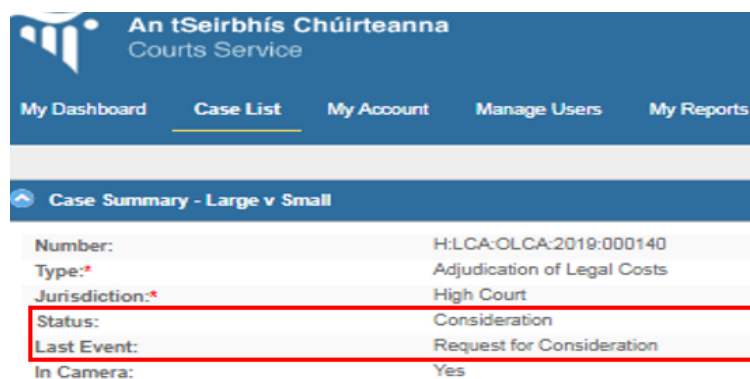
The signed Certificate of Determination is then uploaded, perfected and filing date recorded on the system by the office.

System creates “Case Completed” event and sets case status to “Completed” once uploaded Certificate of Determination is marked as perfected by the OLCA.

## 10. Request for Consideration

Following the determination and subsequent notification to both parties of the allowed costs, either/both parties may be dissatisfied with the outcome of the adjudication hearing and wish to submit a request for consideration: -

1. A Notice of Application for Consideration of a Decision(s) and for a determination under Section 160(1) of the Legal Services Regulation Act 2015 ([Appendix Form No.4](#)) must be filed with the OLCA as a hard copy and as an attachment to an email request.
2. OLCA updates CSOL with the application and uploads the Notice for Consideration as supplied by the Moving Party. The system creates a *Request for Consideration* event, sets Status as *Consideration*, sets action flag on case record and sets *Filing Status* to “Filing Complete”.



The screenshot shows the 'Case Summary' page for a case titled 'Large v Small'. The page header includes the logo for 'An tSeirbhís Chúirteanna Courts Service' and navigation links for 'My Dashboard', 'Case List', 'My Account', 'Manage Users', and 'My Reports'. The case details are as follows:

Number:	H:LCA:OLCA:2019:000140
Type:*	Adjudication of Legal Costs
Jurisdiction:*	High Court
Status:	Consideration
Last Event:	Request for Consideration
In Camera:	Yes

The 'Status' and 'Last Event' rows are highlighted with a red border in the original image.

(Figure 99: Case Status – Consideration and Last Event – Request Consideration)

3. A hearing date is assigned by the OLCA for the consideration application, which appears in the *Listings* tab of the Case – as *Request for Consideration Motion* (See [Figure 22](#)).
4. The OLCA updates the system with the results of the Consideration hearing: -
  - a. “*Consideration Dismissed*” - If the consideration has been disallowed
  - b. “*Consideration Upheld*” - If the consideration has been allowed
  - c. “*Consideration Partly Upheld*”-If the consideration has been partially allowed.
5. Where the consideration application has been *Dismissed* the costs allowed in the original Notice of Application for Adjudication hearing stand and the system is not required to be updated. ([See Section 9](#))
6. Where the Consideration Application has been *Upheld* or *Partially Upheld*: -
  - a. The *Summary of Costs* tab is updated by the OLCA with the individual costs

allowed at the Consideration hearing.

- b. The *Case Details* tab - *Cert of Costs Summary* is then updated with the total amount of Costs and V.A.T. allowed and the re-calculated Court Duty.
7. The OLCA click the *Notify Costs* Button - the case *Status* is set to *Costs Notified* and a Costs Notified event is created in the Events tab. (See [Figure 24](#))
8. The system auto issues Email notifications to both case parties informing them that the amount allowed has been updated (See [Section 8.2](#))

## 11. Request to Withdraw an Application for Adjudication

Where an application for adjudication has been created on CSOL and the Moving Party now wishes to withdraw that application other than on a date when a matter may be listed for Adjudication or Consideration, as the case has been settled or for other reasons, a formal request must be submitted to the OLCA.

1. **A Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv)** ([Appendix Form No.9](#)) must be filed with the OLCA as a hard copy and as an attachment to an email request.
2. Please note that such Notice must be served, on the opposite or affected party, **not later than five working days**, prior to the proposed date and time of the scheduled application. The grounds and reasons relied upon must be specified.
3. OLCA updates CSOL with the application and uploads the Notice for Withdrawal as supplied by the Moving Party. The system creates a *Request to Withdraw Application* event, sets *Status* as *Withdrawal Requested*, sets action flag on case record and sets *Filing Status* to "Filing Complete".
4. A hearing date is assigned by the OLCA for the Withdrawal Application, which appears in the *Listings* tab of the case – as *Request to Withdraw Application Motion* (See [Figure 22](#)).
5. The OLCA updates the system with the results of the Withdrawal Application hearing:
  - a. **"Struck out"**
    - If the Withdrawal Application was granted the case is resulted as struck out and any future listing dates for the case are vacated by the office.
    - Case *Status* is set to "*Completed*" and an *Event* of "*Adjourned Generally with Liberty to re-enter*" is created.

b. **“Withdrawal Request Rejected”**

- If the Withdrawal Application was rejected the case is resulted as *“Withdrawal Request Rejected”*.
- *Case Status* is set to *“Hearing”* and an *Event* of *“Withdrawal Rejected”* is created.
- The hearing date originally assigned to the Notice of Application for Adjudication stands for the hearing of the case.

## 12. Request to Mention / Re-Enter an Application for Adjudication

Where an application for adjudication has been created on CSOL and the Moving Party wishes to have the case listed **For Mention** before a Legal Costs Adjudicator a formal request must be submitted to the OLCA.

1. **A Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv)** (*Appendix Form No.9*) must be filed with the OLCA as a hard copy and as an attachment to an email request.
2. Please note that such Notice must be served, on the opposite or affected party, **not later than five working days**, prior to the proposed date and time of the scheduled application. The grounds and reasons relied upon must be specified.

Where an application for adjudication is marked as *Case Completed* or *Adjourned Generally with Liberty to Re-enter* on CSOL on the system and the Moving Party wishes to have this case **Re-Entered** before a Legal Costs Adjudicator a formal request must be submitted to the OLCA.

1. **A Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv)** (*Appendix Form No.9*) must be filed with the OLCA as a hard copy and as an attachment to an email request.
2. Please note that such Notice must be served, on the opposite or affected party, **not later than five working days**, prior to the proposed date and time of the scheduled application. The grounds and reasons relied upon must be specified.

# 13. Appendix (Forms)

## Form No. 1. Notice of Application for Adjudication of Costs (Party and Party)

No. 1

O. 99, r. 23(1)

### NOTICE OF APPLICATION FOR ADJUDICATION OF COSTS (PARTY AND PARTY)

[Insert title of action, arbitration or as appropriate]

Costs awarded to A.B. as Plaintiff *[or as the case may be]* in the above-entitled proceedings

TAKE NOTICE that \*I/\*we as

\*the person in whose favour the order to pay costs has been made

\*the person who is the subject of the order to pay costs

hereby apply to a Legal Costs Adjudicator to adjudicate \*[the entire of the above bill of costs]

\*[the items/Parts of the above bill of costs as marked on the attached bill of costs] which were

received \*[by me] \*[by my solicitors] on .....20.....

\*As the person in whose favour the order to pay costs has been made, I certify that I served a copy of the bill of costs on the person who is the subject of the order to pay costs with a request to agree the costs and the matters or items in the bill of costs on .....20... and the person who is the subject of the order to pay costs

\*has not disputed the bill of costs

\*disputed the bill of costs and the dispute could not be resolved in respect of \*all \*any of the disputed matters or items in the bill of costs.

\*As the person who is the subject of the order to pay costs, I certify that I have attempted to agree the bill of costs with the person in whose favour the order to pay costs has been made and

\*it has not been possible to reach agreement on any of the disputed matters or items in the bill of costs

\*agreement was reached on some but not all of the disputed matters or items in the bill of costs.

Dated .....20.....

Signed.....

of .....

To: the Chief Legal Costs Adjudicator  
And to.....  
of .....

There are served with this notice of application:

(1) the bill of costs in the form prescribed indicating where any matter or item in the bill of costs has been agreed by the respondent;

(2) an indexed and paginated booklet containing copies (certified as true copies of the originals) of the vouchers, invoices and/or receipts in respect of every disbursement claimed in the bill of costs which has not been agreed, set out in the sequence in which they are referred to in the bill of costs and cross-referenced to the bill of costs;

\*(3) the following other records on which the applicant relies in support of/in opposition to the costs claimed, namely:.....

(4) true copy of the order(s) of the Court; award(s) of the arbitrator(s) or other order or instrument by which the costs have been awarded or allowed, namely:.....

\*delete where inapplicable

**[Office use only]**

The initial return date assigned to this application is the .....20.....at .....  
\*a.m./\*p.m. The application for adjudication must be served so as to allow 14 clear days to elapse between the day of service and the initial return date.

\_\_\_\_\_

**Form No. 1A. Notice of Hearing Date for Adjudication (Party and Party)**

No. 1A

IN THE MATTER OF AN ADJUDICATION OF COSTS  
IN THE MATTER OF THE LEGAL SERVICES REGULATION ACT, 2015  
NOTICE OF A HEARING DATE FOR ADJUDICATION  
(Party and Party)

---

THE HIGH COURT

Adjudication Reference No: - H: LCA: OLCA:\*\*

BETWEEN

\*[insert detail to which the cause or matter relates]

**NOTICE OF A HEARING DATE FOR ADJUDICATION ON LEGAL COSTS**

Take notice that a Bill of Costs in this matter was referred for adjudication and has been assigned a hearing date before \*\* Paul M. Behan Chief Legal Costs Adjudicator / Niall O’Hanlon Legal Costs Adjudicator at the Office of the Legal Costs Adjudicators, Merchants House, 27/30 Merchants Quay, Dublin 8 at 10.00 o’clock...on the ... day of...2020.\*\*

You are required to attend on that date and time and from thence until the adjudication shall be disposed of.

Dated [...] Day of [...] 20...

---

Insert name and signature of party applying for adjudication\*\*

\*\*\*To:-

\*\*\*of:-

\*Insert detail from title.

\*\*Insert detail as indicated by the Adjudicator’s Office

\*\*\* Insert name and address of Party required to attend

**This Notice must accompany the Notice of Adjudication issued pursuant to Order 99, r. 23(1)**

**Form No.2. Notice of Application for Adjudication of Costs (Legal Practitioner and Client)**

No. 2

O. 99, r. 23(1)

NOTICE OF APPLICATION FOR ADJUDICATION OF COSTS (LEGAL PRACTITIONER AND CLIENT)

Costs between A.B. of ..... legal practitioner and C.D. of .....as client

TAKE NOTICE that \*I/\*we as

\*legal practitioner

\*client

hereby apply to a Legal Costs Adjudicator to adjudicate \*[the entire of the above bill of costs] \*[the items/Parts of the above bill of costs as marked on the attached bill of costs] which were \*sent to the client \*sent to me on .....20.....

\*As the client, I certify that

(1) I sent the legal practitioner concerned a statement in writing that I disputed aspects of the bill of costs as required by section 153(1) of the Legal Services Regulation Act 2015 on .....20...

(2) I made reasonable steps to resolve the dispute concerning the bill of costs in accordance with section 153(2) and/or 153(3) of the Legal Services Regulation Act 2015, and

(3) \*I/\*the legal practitioner delivered the opinion in writing mentioned in section 153(3) of that Act that the attempt to resolve the dispute concerning the bill of costs had failed on .....20...

\*As the legal practitioner, I certify that

(1) The client sent me a statement in writing that \*he/\*she disputed aspects of the bill of costs required by section 153(1) of the Legal Services Regulation Act 2015 on .....20...;

(2) I took all appropriate and reasonable steps to attempt to resolve the dispute by informal means in accordance with section 153(2) of the Legal Services Regulation Act 2015;

(3) \*I/\*the client delivered the opinion in writing mentioned in section 153(3) of that Act that the attempt to resolve the dispute concerning the bill of costs had failed on .....20...;

(4) The dispute concerns the following item(s) referred to in the bill of costs and matter(s):.....

\*As the legal practitioner, I certify that

- (1) I provided a bill of costs to the client on .....20...;
- (2) the client did not dispute the bill of costs;
- (3) \*all/\*part of the bill of costs remains unpaid after the expiry of the period mentioned in section 154(5)(a) of the Legal Services Regulation Act 2015;
- (4) I delivered a demand for payment of \*[the outstanding balance of] the bill of costs to the client on .....20... and a further period of 14 days has elapsed without payment being effected.

This application is made within the time period permitted by section \*154(5)(c) \*154(7) of the Legal Services Regulation Act 2015.

Dated .....20.....

Signed.....  
of .....

To: the Chief Legal Costs Adjudicator  
And to.....  
of .....

There are served with this notice of application:

- (1) the bill of costs in the form prescribed indicating where any matter or item in the bill of costs has been agreed by the respondent;
- (2) an indexed and paginated booklet containing copies (certified as true copies of the originals) of the vouchers, invoices and/or receipts in respect of every disbursement claimed in the bill of costs which has not been agreed, set out in the sequence in which they are referred to in the bill of costs and cross-referenced to the bill of costs;
- \* (3) the following other records on which the applicant relies in support of/in opposition to the costs claimed, namely:.....

\* (4) true copy of each notice provided by the legal practitioner concerned to the client in accordance with section 150 and/or agreement under section 151(1) of the Legal Services Regulation Act 2015, namely:.....

\*(5) true copy of any statement in writing sent under section 153(1) of the Legal Services Regulation Act 2015;

\*(6) a true copy of any opinion in writing sent under section 153(3) of the Legal Services Regulation Act 2015;

\*(7) a true copy of any demand for payment.

\*delete where inapplicable

**[Office use only]**

The initial return date assigned to this application the .....20.....at .....  
\*a.m./\*p.m. The application for adjudication must be served so as to allow 14 clear days to elapse between the day of service and the initial return date.

\_\_\_\_\_

**Form No. 2A. Notice of Hearing Date for Adjudication (Legal Practitioner and Client)**

No. 2A

IN THE MATTER OF AN ADJUDICATION OF COSTS  
IN THE MATTER OF THE LEGAL SERVICES REGULATION ACT, 2015  
NOTICE OF A HEARING DATE FOR ADJUDICATION  
(Legal Practitioner and Client)

---

THE HIGH COURT

Adjudication Reference No: - H: LCA: OLCA:\*\*

BETWEEN

\*[insert detail to which the cause or matter relates]

**NOTICE OF A HEARING DATE FOR ADJUDICATION ON LEGAL COSTS**

Take notice that a Bill of Costs in this matter was referred for adjudication and has been assigned a hearing date before \*\* Paul M. Behan Chief Legal Costs Adjudicator / Niall O’Hanlon Legal Costs Adjudicator at the Office of the Legal Costs Adjudicators, Merchants House, 27/30 Merchants Quay, Dublin 8 at 10.00 o’clock...on the ... day of...2020.\*\*

You are required to attend on that date and time and from thence until the adjudication shall be disposed of.

Dated [...] Day of [...] 20...

---

Insert name and signature of party applying for adjudication\*\*

\*\*\*To:-

\*\*\*of:-

\*Insert detail from title.

\*\*Insert detail as indicated by the Adjudicator’s Office

\*\*\* Insert name and address of Party required to attend

**This Notice must accompany the Notice of Adjudication issued pursuant to Order 99, r. 23(1)**

**Form No 3. Bill of Costs for Adjudication**

No. 3

O. 99, r. 26(5)

**BILL OF COSTS FOR ADJUDICATION**

\*Costs as between legal practitioner(s) and client for services rendered by

....., legal practitioner,

To

.....client,

in respect of: [*give short description of services for which the costs are claimed. Where the services relate to proceedings, insert title of proceedings*]

\*Costs as between party and party awarded to

.....as Plaintiff [*or as the case may be*]

against

....., as Defendant [*or as the case may be*]

in the proceedings entitled [*insert title of proceedings, e.g.*

THE HIGH COURT

20... No .....

BETWEEN

A.B

Plaintiff

And

C.D

Defendant

Pursuant to an Order of the High Court dated the ..th day of ... 20....]

To .....[insert the name of the person who is to liable to pay the costs]

.....[insert the name of the person or legal practitioner(s) claiming the costs] requests that you pay or agree this bill of costs, details of which are set out below.

PLEASE NOTE:

1. In respect of any costs disputed by you, you may, within 21 days of receiving the bill of costs and the documentation referred to in paragraph 5 below, lodge the amount you consider sufficient to satisfy those costs with the Accountant, at the Courts Service, Phoenix Street North, Dublin 7, using the lodgement slip attached (Attachment 2). In this event, you must immediately upon making the lodgement notify \*me \*my solicitors \*my legal costs accountants in the form attached (Attachment 3) by hand, registered post or e-mail at the following e-mail address:.....

2. If qualified to do so, you may, within 21 days of receiving the bill, make to \*me \*my solicitors \*my legal costs accountants an offer of tender of payment of the amount you consider sufficient to satisfy those costs, instead of making a lodgment with the Accountant.

3. I may accept an amount lodged or tendered in satisfaction of the costs to which it relates. If I do not, and the amount at which those costs are adjudicated does not exceed the amount lodged or tendered, I shall be liable for the assessment costs and fees.

4. This bill is accompanied by copies of the following documentation relating to the costs concerned:

- (i) itemised and detailed fee notes of Counsel and expert witnesses;
- (ii) an indexed and paginated booklet containing copies (certified as true copies of the originals) of the vouchers, invoices and/or receipts in respect of any disbursement claimed in the bill of costs which has not been agreed, set out in the sequence in which they are referred to in the bill of costs and cross-referenced to the bill of costs, and
- (iii) an extract from the client engagement letters as issued and updated by the solicitor and counsel, respectively, for the person in whose favour the order to pay costs has been made.

Dated.....20....

(Signed)

of .....

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### **Notes on preparation of the bill of costs**

1. The bill is divided into sections. Only those sections which are applicable to the services to which the legal costs relate should be included. Sections A, B, C and D in this Form should be inserted where the services to which the costs relate are in respect of legal proceedings. A section may be deleted where it is not appropriate to the services, in which event the enumeration (A, B, C etc.) should be revised as necessary. Section E should be included where (a) the services to which the costs relate do not relate to legal proceedings or (b) the services do relate to legal proceedings but do not fall within those referred to in Sections A, B, C or D.

2. It is a requirement, in addition to the mandatory obligations as to content of the bill of costs prepared in accordance with the requirements contained in parts A, B, C, D and E, that a single chronological summary is contained within each bill of costs lodged for adjudication. This should contain a summary of the issues addressed in the case, a chronological overview of the steps undertaken, significant milestones in the matter and the outcome of any interim or interlocutory application(s), appeal or trial or any procedural challenges encountered, together

with the outcome and any significant issues emerging from inception to completion of the matter being adjudicated.

3. In the case of a bill of costs furnished by a legal practitioner to a client, particulars of time spent need only be included where time is a factor in the calculation of the legal costs concerned – see section 152(2)(d), Legal Services Regulation Act 2015.

4. Where an agreement has been made under section 151 of the 2015 Act by a legal practitioner and the legal practitioner's client, please note that the rules of court prescribing the content of the bill of costs shall have application subject to sections 152(5) to (7) Legal Services Regulation Act 2015.

5. **The summary of legal services should be completed for each section of the bill (viz. A, B, C etc.) under which the services fall.** In the case of a bill of costs furnished by a legal practitioner to a client, the summary should include in the appropriate section the amount, where known to the legal practitioner, of any damages or other moneys that are recovered by, or payable to, the client and that arose from the matter in respect of which the legal services were provided and the amount of any legal costs recovered by or payable to the legal practitioner concerned on behalf of the client, including costs recovered from another party, or an insurer on behalf of another party, to the matter concerned (see section 152(2)(e) and (f), Legal Services Regulation Act 2015).

6. Where the scales of costs in Appendix W of the Rules of the Superior Courts identify, or prescribe the amount of, an item of legal costs, that item should be separately identified in the relevant section of the bill of costs, and any amount prescribed in respect of same should be included under Column 4.

7. Where work in different sections overlapped or was undertaken in parallel, the dates of the stages may overlap, although care should be taken to ensure that a charge for work done made in one stage is not duplicated in another.

8. The totals for each relevant section should be added in the summary of costs.

9. In the case of solicitors' costs, in the column (Name of Solicitor etc.) specify the grade (e.g. senior partner, partner, assistant solicitor, legal executive, etc.) of each solicitor or other member of the solicitor's staff involved for whose work a charge is claimed. Where relevant to the rate claimed, the year of qualification or number of years' post-qualification experience should be shown.

10. Where guidelines issued by the Chief Legal Costs Adjudicator as to the costs, fees or expenses recoverable for specific items of work done or steps taken apply to the bill, these

items or steps should be individually itemised within the part of the bill under which they arise.

11. Where more than one Counsel or expert has been retained, set out the fees charged for each Counsel or expert separately within the part of the bill concerned.

12. Where Solicitor's, Counsel's or an expert's fees are not based on an hourly rate, particulars of an hourly rate are not required to be included.

13. Communications by letter, e-mail, telephone etc. of a routine nature need not be individually itemised. An indication may be given in the part of the bill concerned of the number of such letters or communications sent or made by the legal practitioner concerned (identifying generally the parties or persons to whom they were sent), or received by the legal practitioner.

14. (identifying generally the parties or persons to whom they were sent), or received by the legal practitioner.

**SUMMARY OF TOTAL COSTS CLAIMED**

	Solicitors' Costs	
	VAT	
	Counsels' Fees	
	VAT	
	Other disbursements	
	VAT	
<b>Total costs claimed</b>		
<b>VAT Registration No(s)</b>		

**For Legal Costs Adjudicator's use only**

**SUMMARY OF TOTAL COSTS ALLOWED ON ADJUDICATION**

	Solicitors' Costs	
	VAT	
	Counsels' Fees	
	VAT	
	Other disbursements	
	VAT	
<b>Total costs allowed</b>		

**A. COSTS INCURRED BEFORE COMMENCEMENT OF PROCEEDINGS**

**SUMMARY OF SERVICES IN THIS SECTION OF THE BILL  
FOR WHICH COSTS ARE CLAIMED**

*[Set out a concise summary of the services for which the costs are claimed under section A. The nature of the instructions received, the specific inquiries and investigations undertaken. The nature of the facts and the law investigated and any experts or counsel retained and witnesses interviewed. The summary should avoid lengthy recital of the content of correspondence, reports or other documentation.]*

Column 1	Column 2	Column 3	Column 4	Column 5
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**SOLICITORS' COSTS**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled €</b>	<b><u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4</b>
A.1.1				
A.1.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Solicitors</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>	<b>Grade</b>	<b>Hourly rate (€)</b>	<b>Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and</b>

				<b>dates between which this rate is claimed</b>
<b>Other staff</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>				

**COUNSEL'S FEES**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled €</b>	<b><u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4</b>
A.2.1				
A.2.2 etc.				
<b>Total</b>				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Counsel</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>		<b>Hourly rate (€)</b>	<b>Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between</b>

				<b>which this rate is claimed</b>

**EXPERTS' FEES**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled €</b>	<b><u>For Legal Costs Adjudicator's use only</u>  Notes/  Amount disallowed (if any) in respect of amount claimed in column 4</b>
A.3.1				
A. 3.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Experts</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>		<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</b>

**EXPENSES**

<b>Item number</b>	<b>Date(s) on which or</b>	<b>Description of expense claimed</b>	<b>Whether liable to VAT and rate</b>	<b>Claimed by party entitled €</b>	<b><u>For Legal Costs Adjudicator's use only</u></b>

	between which expense incurred				Notes/ Amount disallowed (if any) in respect of amount claimed in column 5
A.4.1					
A. 4.2 etc					
Total					

**B. COSTS FROM COMMENCEMENT TO TRIAL/SETTLEMENT DATE**

**SUMMARY OF SERVICES IN THIS SECTION OF THE BILL  
FOR WHICH COSTS ARE CLAIMED**

*[Set out a concise summary of the services for which the costs are claimed under section B. Where the services relate to proceedings, outline the relief(s) claimed in the proceedings and the nature of the defence, the matters of fact and law pleaded, and the issues of fact and law in dispute, the course of the proceedings and the outcome at trial or settlement. The summary should avoid lengthy recital of the content of pleadings, evidence, correspondence or other documentation.]*

Column 1	Column 2	Column 3	Column 4	Column 5
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**SOLICITORS' COSTS**

Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount
-------------	----------------------------------------------------	---------------------------------------------------------------	--------------------------------	----------------------------------------------------------------------------------------------------------------

					claimed in column 4
B.1.1					
B. 1.2 etc					
Total					

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Solicitors</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>	<b>Grade</b>	<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</b>
<b>Other staff</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>				

**COUNSEL'S FEES**

<b>Item number</b>	<b>Date(s) on which or between which work carried</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled</b> €	<b>For Legal Costs Adjudicator's use only</b>  Notes/

	out			Amount disallowed (if any) in respect of amount claimed in column 4
B.2.1				
B.2.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

Counsel <i>[insert an additional row(s) for each person and/or rate concerned]</i>	Name		Hourly rate (€)	Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed

**EXPERTS' FEES**

Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4
B.3.1				
B 3.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Experts</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	Name		Hourly rate (€)	Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed

**EXPENSES**

Item number	Date(s) on which or between which expense incurred	Description of expense claimed	Whether liable to VAT and rate	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 5
B.4.1					
B 4.2 etc.					
Total					

**C. COSTS INCURRED DURING COURSE OF TRIAL/ SETTLEMENT AND UP TO DETERMINATION OF PROCEEDINGS**

**SUMMARY OF SERVICES IN THIS SECTION OF THE BILL  
FOR WHICH COSTS ARE CLAIMED**

*[Set out a concise summary of the services for which the costs are claimed under section C. Where the work involves preparing for the trial or the hearing, set out the work done in briefing counsel, interviewing witnesses, where not already captured elsewhere, arranging pre-trial consultations, attendance and scheduling witnesses, compiling the brief for counsel, documents for use at and during the trial and where the matter does not proceed to a trial, work done in connection with negotiating a settlement and the required implementation thereof.]*

Column 1	Column 2	Column 3	Column 4	Column 5
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**SOLICITORS' COSTS**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled €</b>	<b>For legal Costs Adjudicator's use only  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4</b>
C.1.1				
C.1.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Solicitors</b> <i>[insert an additional row(s) for each person]</i>	<b>Name</b>	<b>Grade</b>	<b>Hourly rate (€)</b>	<b>Time spent by that person  (by reference to time records kept, or if not kept, an</b>

<i>and/or rate concerned]</i>				<b>estimate of the time spent) and dates between which this rate is claimed</b>
<b>Other staff</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>				

**COUNSEL'S FEES**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled</b> €	<b><u>For Legal Costs Adjudicator's use only</u></b>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4
C.2.1				
C.2.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Counsel</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>		<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept, or if not kept, an estimate of the</b>

				time spent) and dates between which this rate is claimed

**EXPERTS' FEES**

Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4
C.3.1				
C. 3.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

Experts <i>[insert an additional row(s) for each person and/or rate concerned]</i>	Name		Hourly rate (€)	Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed

**EXPENSES**

Item number	Date(s) on which or between which expense incurred	Description of expense claimed	Whether liable to VAT and rate	Claimed by party entitled €	For Legal Costs Adjudicator's use only  Notes/ Amount disallowed (if any) in respect of amount claimed in column 5
C.4.1					
C. 4.2 etc					
Total					

#### D. COSTS INCURRED SUBSEQUENT TO TRIAL

##### SUMMARY OF SERVICES IN THIS SECTION OF THE BILL

##### FOR WHICH COSTS ARE CLAIMED

*[Where required, taking up Order of the Court, and/or arranging implementation of the settlement, dealing with the outstanding matters, such as discharge of special and other damages, payment of expert and witnesses' charges and expenses, negotiation and accounting for party and party costs, if applicable and attending to outstanding matters.]*

Column 1	Column 2	Column 3	Column 4	Column 5
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#### SOLICITORS' COSTS

Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	For Legal Costs Adjudicator's use only  Notes/ Amount disallowed (if any) in respect of amount

				claimed in column 4
D.1.1				
D.1.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Solicitors</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>	<b>Grade</b>	<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</b>
<b>Other staff</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>				

**COUNSEL'S FEES**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled</b> €	<b>For Legal Costs Adjudicator's use only</b>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4

D.2.1				
D.2.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Counsel</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>		<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</b>

**EXPERTS' FEES**

<b>Item number</b>	<b>Date(s) on which or between which work carried out</b>	<b>Detailed description of work done for which costs are claimed</b>	<b>Claimed by party entitled</b> €	<b>For Legal Costs Adjudicator's use only</b>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4
D.3.1				
D. 3.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Experts</b> <i>[insert an additional row(s) for each person]</i>	<b>Name</b>	<b>Grade</b>	<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept,</b>

<i>and/or rate concerned]</i>			<b>or if not kept, an estimate of the time spent) and dates between which this rate is claimed</b>
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**EXPENSES**

Item number	Date(s) on which or between which expense incurred	Description of expense claimed	Whether liable to VAT and rate	Claimed by party entitled €	For Legal Costs Adjudicator's use only  Notes/ Amount disallowed (if any) in respect of amount claimed in column 5
D.4.1					
D. 4.2 etc					
Total					

**E. (SEE NOTE 1 IN NOTES ON PREPARATION OF THE BILL OF COSTS)**

**SUMMARY OF SERVICES IN THIS SECTION OF THE BILL  
FOR WHICH COSTS ARE CLAIMED**

*-[Set out a concise summary of the services undertaken, where not otherwise capable of being reasonably provided for in part A, B, C or D. Where the services relate to proceedings, outline the relief(s) claimed in the proceedings and the nature of the defence, the matters of fact and law pleaded, and the issues of fact and law in dispute, the course of the proceedings and the outcome at trial or settlement. The summary should avoid lengthy recital of the content of pleadings, evidence, correspondence or any other documentation.]*

Column 1	Column 2	Column 3	Column 4	Column 5
<b>SOLICITORS' COSTS</b>				
Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4
E.1.1				
E.1.2 etc.				
Total				
<b>Hourly Rates for persons for whom an hourly rate is charged or claimed</b>				
<b>Solicitors</b>  <i>[insert an additional row(s) for each person and/or rate concerned]</i>	Name	Grade	Hourly rate (€)	Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed
<b>Other staff</b>  <i>[insert an additional row(s) for each person and/or rate concerned]</i>				

## COUNSEL'S FEES

Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 4
E.2.1				
E.2.2 etc.				
Total				

## Hourly Rates for persons for whom an hourly rate is charged or claimed

Counsel <i>[insert an additional row(s) for each person and/or rate concerned]</i>	Name		Hourly rate (€)	Time spent by that person  (by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed

## EXPERTS' FEES

Item number	Date(s) on which or between which work carried out	Detailed description of work done for which costs are claimed	Claimed by party entitled €	<u>For Legal Costs Adjudicator's use only</u>  Notes/ Amount disallowed (if any) in respect of amount

				claimed in column 4
E.3.1				
E. 3.2 etc.				
Total				

**Hourly Rates for persons for whom an hourly rate is charged or claimed**

<b>Experts</b> <i>[insert an additional row(s) for each person and/or rate concerned]</i>	<b>Name</b>		<b>Hourly rate (€)</b>	<b>Time spent by that person</b> <b>(by reference to time records kept, or if not kept, an estimate of the time spent) and dates between which this rate is claimed</b>

**EXPENSES**

<b>Item number</b>	<b>Date(s) on which or between which expense incurred</b>	<b>Description of expense claimed</b>	<b>Whether liable to VAT and rate</b>	<b>Claimed by party entitled</b> €	<b>For Legal Costs Adjudicator's use only</b>  Notes/ Amount disallowed (if any) in respect of amount claimed in column 5
E.4.1					
E. 4.2 etc					
Total					

**Form No. 4. Notice of Application for Consideration of a Decision(s) and for a determination under Section 160(1) of the Legal Services Regulation Act 2015**

No. 4

O. 99, r. 37

NOTICE OF APPLICATION FOR CONSIDERATION OF A DECISION(S) AND FOR A DETERMINATION UNDER SECTION 160(1) OF THE LEGAL SERVICES REGULATION ACT 2015

[Insert title of action, arbitration or as appropriate]

\*Costs awarded to A.B. as Plaintiff *[or as the case may be]* in the above-entitled proceedings

\*Costs between A.B. of ..... legal practitioner and C.D. of .....as client

TAKE NOTICE that \*I/\*we as

\*the person in whose favour the order to pay costs has been made

\*the person who is the subject of the order to pay costs

\*the client concerned

\*the legal practitioner concerned

hereby apply to Legal Costs Adjudicator .....

for consideration of the following decision(s) comprised in a \*determination \*report of the Legal Costs Adjudicator given on the ...day of .....20.... and for a determination in respect thereof under section 160(1) of the Legal Services Regulation Act 2015 -

*[Set out sequentially in a short and concise form the matters or items, or parts thereof, to which each objection relates to and the grounds and reasons for each such objection. e.g.*

1      *Decision not to confirm a charge of the sum of €..... for ..... (item [insert reference to item number and section in which it appears] in bill of costs)*

*Grounds for this objection:*

2      *Decision to determine a different amount to be charged in the sum of €..... for ..... (item [insert reference to item number and section in which it appears] in bill of costs)*

*Grounds for this objection:*

*etc.]*

Dated .....20.....

Signed.....

of .....

To: Legal Costs Adjudicator .....

Office of the Legal Costs Adjudicators

And to.....

of .....

\*delete where inapplicable

**[Office use only]**

The initial return date assigned to this application is .....20..... The application for adjudication must be served so as to allow 14 clear days to elapse between the day of service and the initial return date.

\_\_\_\_\_

**Form No.5. Notice of Lodgment in Satisfaction of Costs**

No 5

O. 99, r. 57(3), (4)

NOTICE OF LODGMENT IN SATISFACTION OF COSTS

\_\_\_\_\_  
[Title of action or matter].

Take notice that the [*defendant, plaintiff, client, or as the case may be*] has paid into Court the following sums, namely:

(i) in respect of [name] Solicitors, the sum (inclusive of Value Added Tax, where applicable) of	€.....
(ii) in respect of <i>A.B.</i> , Counsel, the sum (inclusive of Value Added Tax, where applicable) of	€.....
in respect of <i>C.D.</i> , Counsel, the sum (inclusive of Value Added Tax, where applicable) of	€.....
(iii) in respect of all disbursements and outlay (other than in respect of legal practitioners' fees), the sum of	€.....
making in total the sum of	€..... ,

and says that that sum is enough to satisfy the claim for costs of the [*plaintiff, defendant, legal practitioner, or as the case may be*].

Dated

(Signed)

To [*the party entitled to costs or legal practitioner concerned, as the case may be*].

**Form No. 6. Acceptance of Sum Paid into Court in Satisfaction of Costs**

No. 6

O. 99, r. 58(1)

ACCEPTANCE OF SUM PAID INTO COURT IN SATISFACTION OF COSTS.

\_\_\_\_\_  
[*Title of action or matter*].

Take notice that the [*plaintiff, defendant, legal practitioner, or as the case may be*] accepts the sum of € .... paid by you into Court in satisfaction of the claim to costs in respect of which it is paid in.

Dated

(Signed)

To [*the paying party or client concerned, as the case may be*].

**Form No. 7. Certificate of Determination in the Matter of an Adjudication of Costs (Party and Party)**

No. 7

O. 99, r. 28

CERTIFICATE OF DETERMINATION  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
(PARTY AND PARTY)

Adjudication Reference

THE HIGH COURT

\*[insert detail and record number to which the cause of matter relates]

BETWEEN

\*Party

AND

\*Party

CERTIFICATE OF DETERMINATION

I have been attended by \*[insert details of Solicitors] for the \*[Plaintiff/Defendant etc.](amend as appropriate) and by \*[insert details of Solicitor] on behalf of the \*[Plaintiff/Defendant etc.](amend as appropriate). In pursuance of the Order of \*[insert detail of Order, Award, as the case may be] dated the .... Day of ....., 20....., I have adjudicated on the costs of the \*[Plaintiff/Defendant etc.](amend as appropriate) and I have Determined the amount allowed in the sum of \*[state in words].

Amount Claimed –	€
Deductions –	€
Court Fee –	€
Amount Determined	€

Dated this ..... day of ....., 20.....\*[insert date]

\*Paul M. Behan or \*Niall O’Hanlon  
Signed (\*Chief) or Legal Costs Adjudicator

\*delete and amend where inapplicable

**Form No. 7A. Interim Certificate of Determination in the Matter of an Adjudication of Costs (Party and Party)**

No. 7A

O. 99, r. 37(2)

INTERIM CERTIFICATE OF DETERMINATION  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
(PARTY AND PARTY)  
IN THE MATTER OF S.160 (3) OF THE LEGAL SERVICES REGULATION  
ACT, 2015  
IN THE MATTER OF ORDER 99 RULE 37 (2) OF THE RULES OF THE  
SUPERIOR COURTS (COSTS) 2019

Adjudication Reference

THE HIGH COURT

\*[insert title to adjudication]

BETWEEN

AND

\*Party

\*Party

INTERIM CERTIFICATE OF DETERMINATION

I have been attended by [insert detail] for the [insert detail] and by [insert detail] to Adjudicate on the [insert detail] costs pursuant to [insert detail]. I Adjudicated on the costs on the [insert detail].

The [insert detail] have/has requested a consideration of the Adjudication. The [insert detail] have requested an interim certificate of determination. I heard submissions from the parties on [insert detail].

I determine the sum of ..... thousand ..... Hundred and ..... euro and ..... cent together with Court fees of ..... thousand.....hundred and ..... euro and .....cent making a total of .....thousand .....euro and ..... cent by way of interim determination on account of the [insert detail] costs.

Dated this ..... day of ....., 20.....

\*Paul M Behan or \*Niall O’Hanlon  
Signed (\*Chief) or Legal Costs Adjudicator

\*delete and amend where inapplicable

**Form No. 8. Certificate of Determination in the Matter of an Adjudication of Costs  
(Legal Practitioner and Client)**

No. 8

O. 99, r. 28

CERTIFICATE OF DETERMINATION  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
(LEGAL PRACTITIONER AND CLIENT)

Adjudication Reference

\* [insert detail of record number, cause or title to which the Adjudication arises]

BETWEEN

CLIENT

AND

\* [insert detail of the legal practitioner]

LEGAL PRACTITIONER

CERTIFICATE OF DETERMINATION

I have been attended by \*[insert details of Client/Legal Practitioner](amend as appropriate) and by \*[insert details of Client/ Legal Practitioner](amend as appropriate) on behalf of the \*[insert details of Client/ Legal Practitioner](amend as appropriate). In pursuance of the \*[insert detail of cause or title to which the Adjudication arises]. I have adjudicated on the costs of the \*[insert details of Client/Legal Practitioner](amend as appropriate) and I have Determined the amount allowed in the sum of \*[state in words].

Amount Claimed –	€
Deductions –	€
Court Fee –	€
Amount Determined	€

Dated this ..... day of ....., 20.....\*[insert date]

\*Paul M. Behan or \*Niall O’Hanlon  
Signed (\*Chief) or Legal Costs Adjudicator

\*delete and amend where inapplicable

**Form No. 8A. Interim Certificate of Determination in the Matter of an Adjudication of Costs (Legal Practitioner and Client)**

No. 8A

O. 99, r. 37(2)

INTERIM CERTIFICATE OF DETERMINATION  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
(LEGAL PRACTITIONER AND CLIENT)  
IN THE MATTER OF S.160 (3) OF THE LEGAL SERVICES REGULATION  
ACT, 2015  
IN THE MATTER OF ORDER 99 RULE 37 (2) OF THE RULES OF THE  
SUPERIOR COURTS (COSTS) 2019

Adjudication Reference

\*[insert title to adjudication]

BETWEEN

CLIENT

AND

\* [insert detail of the legal practitioner]

LEGAL PRACTITIONER

INTERIM CERTIFICATE OF DETERMINATION

I have been attended by [insert detail] for the [insert detail] and by [insert detail] to Adjudicate on the [insert detail] costs pursuant to [insert detail]. I Adjudicated on the costs on the [insert detail].

The [insert detail] [have/has] requested a consideration of the Adjudication. The [insert detail] have requested an interim certificate of determination. I heard submissions from the parties on [insert detail].

I determine the sum of ..... thousand ..... Hundred and ..... euro and ..... cent together with Court fees of ..... thousand.....hundred and ..... euro and .....cent making a total of .....thousand .....euro and ..... cent by way of interim determination on account of the [insert detail] costs.

Dated this ..... day of ....., 20.....

\*Paul M. Behan or \*Niall O’Hanlon  
Signed (\*Chief) or Legal Costs Adjudicator

\*delete and amend where inapplicable

**Form No. 8B. Certificate of Determination in the Matter of an Adjudication of Costs (Legal Practitioner and Client) – Where 15% Applies**

No. 8B

O. 99, r. 37(2)

CERTIFICATE OF DETERMINATION  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
(LEGAL PRACTITIONER AND CLIENT)

THE HIGH COURT

Adjudication Reference

\*[insert title to adjudication]

BETWEEN

CLIENT

AND

\* [insert detail of the legal practitioner]

LEGAL PRACTITIONER

CERTIFICATE OF DETERMINATION

I have been attended by \*[insert details of Client/Legal Practitioner](amend as appropriate) and by \*[insert details of Client/ Legal Practitioner](amend as appropriate) on behalf of the \*[insert details of Client/ Legal Practitioner](amend as appropriate). In pursuance of the \*[insert detail of cause or title to which the Adjudication arises]. I have adjudicated on the costs of the herein. I have Determined the amount allowed in the net sum of \*[state in words].

Having regard to the provisions of s.158 (3) of the Legal Services Regulation Act, 2015, the Court fee is to be deducted from the sum adjudicated. Having regard to s.158(4) of the Legal Services Regulation Act, 2015, that sum is set-off against the aggregate amount determined.

Amount Claimed –	€	
Deductions –	€	
Court Fee –	€	(      )
<b>Amount Determined</b>	<b>€</b>	

Dated this ..... day of ....., 20.....

\*Paul M. Behan or \*Niall O’Hanlon  
Signed (\*Chief) or Legal Costs Adjudicator

\*delete and amend where inapplicable

**Form No. 8C. Certificate of Determination in the Matter of an Adjudication of Costs (Legal Practitioner and Client) – Where 15% Applies and Costs of Adjudication Applies**

No. 8C

O. 99, r. 37(2)

CERTIFICATE OF DETERMINATION  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
(LEGAL PRACTITIONER AND CLIENT)

THE HIGH COURT

Adjudication Reference

\*[insert title to adjudication]

BETWEEN

CLIENT

AND

\* [insert detail of the legal practitioner]

LEGAL PRACTITIONER

CERTIFICATE OF DETERMINATION

I have been attended by \*[insert details of Client/Legal Practitioner](amend as appropriate) and by \*[insert details of Client/ Legal Practitioner](amend as appropriate) on behalf of the \*[insert details of Client/ Legal Practitioner](amend as appropriate). In pursuance of the \*[insert detail of cause or title to which the Adjudication arises]. I have adjudicated on the costs of the herein. I have Determined the amount allowed in the net sum of \*[state in words].

Having regard to the provisions of s.158 (3) of the Legal Services Regulation Act, 2015, the Court fee is to be deducted from the sum adjudicated. Having regard to s.158(4) of the Legal Services Regulation Act, 2015, such sums are to be set-off against the aggregate amount determined.

Amount Claimed –	€		
Deductions –	€		
Court Fee –	€	(	)
Costs of Adjudication	€	(	)
<b>Amount Determined</b>	<b>€</b>		

Dated this ..... day of ....., 20.....

\*Paul M. Behan or \*Niall O’Hanlon  
Signed (\*Chief) or Legal Costs Adjudicator

\*delete and amend where inapplicable

**Form No. 9. Notice in the Matter of an Adjudication of Costs - s.163 of the Legal Services Regulation Act, 2015 and O.99 r, 24(1)(iv)**

No. 9

O. 99, r. 24

NOTICE  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
IN THE MATTER OF s.163 OF THE LEGAL SERVICES REGULATION ACT, 2015 AND  
IN THE MATTER OF O. 99 r, 24(1)(iv) \*

Adjudication Reference

\*[insert detail to which the cause of matter relates]

BETWEEN

\*Party

AND

\*Party

NOTICE

Take notice that \*[insert party] this matter will be listed on \*[insert date] for the purposes of \*[insert detail] and the matter will be grounded upon \*[insert details of the application, briefly, the nature of the relief sought and the grounds upon which such is sought, together with any documentation upon which the applicant intends to rely upon]

Dated [.....] day of [.....] [20....]\*[insert date]

Signed .....

To – Party against which relief is sought

To Assigned Adjudicator

\*Insert detail where applicable

**Form No.10. Consent - In the Matter of s.7(3) of the Courts Act, 2016, In the Matter of s.165 of the Legal Services Regulation Act, 2015**

No. 10

IN THE MATTER OF THE COURTS (SUPPLEMENTAL PROVISIONS) ACT, 1961

IN THE MATTER OF SECTION 7(3) OF THE COURTS ACT, 2016

IN THE MATTER OF SECTION 165 OF THE LEGAL SERVICES REGULATION ACT,  
2015

CONSENT

The Parties in this matter consent to the Taxing Master or Legal Costs Adjudicator, resuming the matter in accordance with the provisions of Section 7(3) of The Courts act, 2016

Dated [.....] day of [.....] [20....]\*[insert date]

Signed

.....  
Party for the Costs

.....  
Party Opposing the Costs

AFFIDAVIT OF TOTS OF COSTS

Adjudication Reference

THE HIGH COURT

[Insert title of action, arbitration or as appropriate]

I, [*insert the name of the person who is swearing the affidavit*] of [*insert address*], aged 18 years and upwards make oath and say that I have carefully, and to the best of my ability totted the gross amount appearing at the foot of the Bill of Costs, hereunto annexed, and also the deductions made thereout by the (Chief) or Legal Costs Adjudicator, and that the respective sum of [*insert gross amount of Bill of Costs*] and [*insert amount deducted*], stated therein respectively, to be the gross amount thereof and deductions thereout are respectively true and correct, and that the sum of [*insert amount certified in words*], is the true balance on foot of such costs to the best of my knowledge, calculation and belief.

Signed .....

**SWORN** before me, the .....day of .....20..... at my Office, 1<sup>st</sup> Floor Merchants House, 27/30 Merchants Quay, Dublin 8 and I know the Deponent.

Signed .....

\*Registrar of the Office of the Legal Costs Adjudicators  
/\*Practicing Solicitor/ \*Commissioner for Oaths

\*delete and amend where inapplicable

**Form No. 18. Certificate of In Camera Status**

No. 18

CERTIFICATE OF *IN CAMERA* STATUS  
IN THE MATTER OF AN ADJUDICATION OF COSTS  
AND IN THE MATTER OF s.140(3)(a)(i)(ii) OF THE LEGAL SERVICES REGULATION  
ACT, 2015

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THE HIGH COURT

Adjudication Reference No:- H:LCA:OLCA:\*\*

BETWEEN

\*[insert detail to which the cause or matter relates]

CERTIFICATE OF *IN CAMERA* STATUS

I\*/We\* certify that the above adjudication \*\*\*relates to / \*\*\*does **NOT** relate to an application for adjudication of legal costs, as between the parties, which proceedings

-

- (i) were held otherwise than in public, or,
- (ii) If there had been a hearing, would have been held otherwise than in public

Dated [...] Day of [...] 20...

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Insert name and signature of Legal Practitioner  
representing party applying for adjudication

\*Insert detail from title.

\*\*Insert detail as indicated by the Adjudicator's Office

\*\*\* Delete where inapplicable