

# NOTES

1

## Form 62

(Rule 14-1 (20) )

2

[Style of Proceeding]

### BILL OF COSTS

3

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

This is the bill of costs of: .....[name(s)].....

Tariff scale ..... Unit value \$.....

#### TARIFF ITEMS

Item #	Description	# of Units Claimed	# of Units Allowed	
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
	Total number of units:	.....	.....	
	Multiply by unit value:	.....	.....	
	Subtotal:	\$.....	\$.....	
	Tax imposed under the <i>Social Service Tax Act</i> :	\$.....	\$.....	
	Tax imposed under Part IX [Goods and Services Tax] of the <i>Excise Tax Act</i> (Canada):	\$.....	\$.....	
	Total:	\$.....	\$.....	\$.....

4

#### DISBURSEMENTS

Description	Claimed	Allowed	
.....	\$.....	\$.....	
.....	\$.....	\$.....	
.....	\$.....	\$.....	
.....	\$.....	\$.....	
	Tax imposed under the <i>Social Service Tax Act</i> :	\$.....	\$.....
	Tax imposed under Part IX [Goods and Services Tax] of the <i>Excise Tax Act</i> (Canada):	\$.....	\$.....
	Total:	\$.....	\$.....

5

#### TOTAL ALLOWED

\$..... \$.....

Date: .....[dd/mmm/yyyy].....

.....

Signature of assessing officer

# NOTES

## 1 Completed Sample: Form 62

(Rule 14-1 (20) )

2 [Style of Proceeding]

### BILL OF COSTS

3 [Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

This is the bill of costs of: .....Robert Smith.....

Tariff scale ..... Unit value \$...110.....

#### TARIFF ITEMS

Item #	Description	# of Units Claimed	# of Units Allowed
...1...	Correspondence before proceeding start	.....5.....	.....
...6...	Preparing for trial.....	.....5.....	.....
...34...	Preparing notice of civil claim.....	.....3.....	.....
	Total number of units:	.....13.....	.....
	Multiply by unit value:	.....110.....	.....
	Subtotal:	\$...1430.....	\$.....
	Tax imposed under the <i>Social Service Tax Act</i> :	\$.....	\$.....
4	Tax imposed under Part IX [Goods and Services Tax] of the <i>Excise Tax Act</i> (Canada):	\$.....	\$.....
	Total:	\$1601.60	\$..... \$.....

#### DISBURSEMENTS

Description	Claimed	Allowed
Court filing fee.....	\$...200.....	\$.....
Notice of application.....	\$...80.....	\$.....
Photocopy 87 pages.....	\$...87.....	\$.....
.....	\$.....	\$.....
Tax imposed under the <i>Social Service Tax Act</i> :	\$.....	\$.....
Tax imposed under Part IX [Goods and Services Tax] of the <i>Excise Tax Act</i> (Canada):	\$.....	\$.....
Total:	\$.....	\$..... \$.....

5

**TOTAL ALLOWED** \$..... \$.....

Date: .....22/Aug/2009.....

.....  
Signature of assessing officer

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# NOTES

Court forms are available at: [www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index\\_civil.htm](http://www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm).

They can be completed online and filed electronically using Court Services Online:  
[www.courtservicesonline.gov.bc.ca](http://www.courtservicesonline.gov.bc.ca).

They can also be printed and completed manually; or completed online, printed and filed.

**This form is normally attached to an appointment to have the costs assessed; the appointment must be served.**

1. This is a sample bill of costs, prepared using Scale B, which allows units at \$110 each. It will give you some guidance as to how to complete your own bill of costs.
  2. The style of proceeding is the part at the top of the document that identifies your case within the court system. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
  3. Put your name here if it is your bill of costs.
  4. If the cost was incurred after July 1, 2010, calculate the amount of HST at 12% and modify the form accordingly
  5. Same as note 4.
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