

Keeping up to date in the RTA/PI World

Electronic Bills

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- Came into effect 6th April 2018 and mandatory for all work undertaken from that date (Practice Direction 47).
- Applicable to all part 7 multi track matters save for fixed costs matters and litigants in person or where the Court orders otherwise.
- Referred to as PRECEDENT AB.
- Intended to bring greater 'transparency' and 'openness'.
- For Costs AFTER 6th April 2018 the new format must be used.
- Excel document which breakdowns work three categories = into phase (15), task (41) and activity (10) and expenses.
- Hardcopy must be filed and served at court when requesting DAH in addition an electronic copy must be filed at Court and served on the Paying Party.
- In the event that the Bill of Costs seeks to recover costs for work carried out before 6th April 2018 the 'old' format Bill of Costs may be used. Provides for two options. Firstly, to include both pre and post 06/04/18 work in the new electronic Bill of Costs format or hybrid Bill of Costs consisting of old-style Bill of Costs for all pre 06/04/18 work and electronic Bill of Costs for all work undertaken from 06/04/18.
- Split bills will be common for some time yet (part paper/part electronic).
- In order to promote transparency – J-Codes are used.
- J-Codes are divided into:
 - PHASE** – This mimics the phases from the Costs budgets (15)
 - TASK** – Preparation, investigation, drafting, amending etc (41)
 - ACTIVITY** – Advocacy, Conference, Travel, Communications etc (10)
 - COMMUNICATION TYPE:** Attendances, Letters written, and Telephone Calls
 - EXPENSES / DISBURSEMENTS**