
STATUTORY INSTRUMENTS

2020 No. 398

**The Justices of the Peace and Authorised Court
and Tribunal Staff (Costs) Regulations 2020**

Part 2

Justices of the Peace and Authorised Court Staff

Interpretation

3. In this Part—

“claim” means a claim for costs made by the receiving party;

“costs judge” means a taxing master of the Senior Courts;

“order” means an order of the court made under section 34(4) or 67F(3) of the Courts Act 2003 that the Lord Chancellor make a payment in respect of the costs of a person in the proceedings;

“proceedings” means proceedings in respect of any act or omission of—

- (a) a justice of the peace in the execution (or purported execution) of any duty as a justice of the peace; or
- (b) an authorised person in the execution (or purported execution) of that person’s duty as an authorised person exercising a relevant judicial function by virtue of section 67B(1) of the Courts Act 2003⁽¹⁾;

“receiving party” means the person in whose favour the order is made.

Payment of costs by the Lord Chancellor

4. No order may be made in favour of—

- (a) a public authority; or
- (b) a person acting—
 - (i) on behalf of a public authority; or
 - (ii) in that person’s capacity as an official appointed by a public authority.

Determination of costs

5. Where the court makes an order, the amount of costs payable by the Lord Chancellor is to be determined in accordance with this Part.

Court order and determination of costs by the court

6.—(1) Except as provided by paragraph (2), the court when making an order must—

⁽¹⁾ Section 67B was inserted by the 2018 Act, Schedule, paragraph 32.

- (a) determine such amount as it considers sufficient reasonably to compensate the receiving party for any costs properly incurred by the receiving party in the proceedings; and
 - (b) specify that amount in the order.
- (2) The amount of costs is to be determined by a costs judge in accordance with regulations 7 and 8 where—
- (a) the hearing has lasted more than one day or there is insufficient time for the court to determine the costs on the day of the hearing; or
 - (b) the court considers that there is other good reason for the costs judge to determine the amount of costs.
- (3) The court must serve the order on the receiving party and on the Lord Chancellor, together with, where paragraph (2) applies, notification that costs will be determined by a costs judge.

Procedure where costs to be determined by a costs judge

7.—(1) Where the amount of costs is to be determined by a costs judge, the receiving party must, no later than three months from (but excluding) the date on which the order was made, file the claim and a copy of the order in the Senior Courts Costs Office and serve a copy of the claim on the Lord Chancellor.

(2) The costs judge may, in exceptional circumstances, extend the period of three months on the application of the receiving party made to the Senior Courts Costs Office.

(3) The claim must—

- (a) summarise the items of work done by a legal representative or by the receiving party as a litigant in person, as appropriate;
- (b) state, where appropriate, the dates on which items of work were done, the time taken and the sums claimed;
- (c) specify any disbursements claimed, including Counsel's fees, the circumstances in which they were incurred and the amounts claimed in respect of them; and
- (d) be accompanied by receipts or other evidence of the receiving party's payment of the costs claimed, and any receipts or other documents in support of any disbursements claimed.

(4) If the receiving party wishes to draw any special circumstances to the attention of the costs judge, those circumstances must be specified in the claim.

(5) If the Lord Chancellor wishes to make any written representations in respect of the claim, the Lord Chancellor must, no later than one month from (but excluding) the date on which the Lord Chancellor received the claim from the receiving party, file those representations at the Senior Courts Costs Office and serve a copy of them on the receiving party.

(6) The costs judge may make directions in respect of—

- (a) the claim;
- (b) any written representations;
- (c) the filing and serving of any further particulars and documents; and
- (d) ensuring that the determination of costs is dealt with justly.

(7) Where the costs judge considers it appropriate, the claim is to be listed for a hearing before the costs judge, and the Senior Courts Costs Office must serve notification of the place, date and time of the hearing on the receiving party and on the Lord Chancellor.

Determination of costs by costs judge

8.—(1) The costs judge must consider the claim and allow such costs in respect of—

- (a) such work as appears to the costs judge to have been actually and reasonably done; and
- (b) such disbursements as appear to the costs judge to have been actually and reasonably incurred,

as the costs judge considers sufficient reasonably to compensate the receiving party for any expenses properly incurred by the receiving party in the proceedings.

(2) In determining costs under paragraph (1), the costs judge must take into account all the relevant circumstances of the case including the nature, importance, complexity or difficulty of the work and the time involved.

(3) When determining costs for the purposes of this regulation, there is to be allowed a reasonable amount in respect of all costs reasonably incurred, and any doubts which the costs judge may have as to whether the costs were reasonably incurred or were reasonable in amount are to be resolved against the receiving party.

(4) When the costs judge has determined the amount of costs payable to the receiving party, the Senior Courts Costs Office must notify the receiving party and the Lord Chancellor of the amount of costs payable.