

## Schedule of costs

<b>Hearing name and dates</b>	
<b>Party details</b>	Party name:  Receiving/paying party (delete as applicable)
<b>Representation</b>	Self-represented/represented (delete as applicable)  Representative name:
<b>MPTS hearing reference number</b>	

### Explanatory notes

- Complete this schedule of costs carefully and accurately. It will help the case manager make a fair decision about the amount of costs payable.
- Please read the [MPTS case management procedure: Guidance for parties and representatives](#) before completing this document (referred to below as **the guidance**). Your schedule of costs must only set out the costs:
  - you have incurred and/or are liable to pay  
and
  - which represent time or disbursements wasted directly in connection with the paying party's failure to comply, as found by the medical practitioners tribunal.
- Once completed, this schedule of costs must be sent to the other party and to the case manager at [MPTSCaseManager@mpts-uk.org](mailto:MPTSCaseManager@mpts-uk.org).
- You must sign the declaration at the end of this document. If you don't, the case manager won't be able to take the information you send into account.
- You may wish to provide evidence to support your schedule of costs. List any documents you wish to submit in the space provided in Part 4 of the schedule of costs.

## Part 1: Preparation costs

### Hourly rate for work undertaken by legal representatives

- Applicable hourly rates are the lesser of the hourly rate charged or the applicable grade from the Guideline Hourly Rates.

<b>A</b>	Insert name, grade and hourly rate claimed
<b>B</b>	Insert name, grade and hourly rate claimed
<b>C</b>	Insert name, grade and hourly rate claimed

### Hourly rate for self-represented doctors

- Applicable hourly rates are either an hourly rate to reflect actual financial loss (to be supported by evidence as outlined in paragraph 30 of the guidance) or a fixed hourly rate of £18/hr.
- You must send evidence to support an hourly rate reflecting actual financial loss to the case manager with the completed schedule of costs.

<b>A</b>	Insert name and hourly rate claimed
----------	-------------------------------------

### Hourly rate for a suitable person representing a doctor

- Applicable hourly rates are those agreed by the suitable person and the doctor he/she is representing, as evidenced by a genuine written agreement between them.
- A copy of the written agreement must be provided to the case manager with a completed schedule of costs.

<b>A</b>	Insert name and hourly rate claimed
----------	-------------------------------------

## Attendances on client

- In this section, representatives may record time spent meeting, corresponding and speaking with their client in preparation for hearing.
- This section is not applicable for self-represented doctors.

### Personal attendances

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Letters and emails

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Telephone

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

## Attendances on opponent

- In this section, representatives or self-represented doctors may record time spent meeting, corresponding and speaking with their opponent in preparation for hearing.

### Personal attendances

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Letters and emails

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Telephone

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

## Attendances on others (please specify)

- In this section, representatives or self-represented doctors may record time spent meeting, corresponding and speaking with others (for example, Counsel or an expert witness), in preparation for hearing.

### Personal attendances

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Letters and emails

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Telephone

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

## Work done on documents

- Please complete the schedule in the annex and put the amount claimed for work done on documents in the box below:

<b>SUBTOTAL</b>	£
-----------------	---

## Attendance at hearing

- In this section, representatives or self-represented doctors may record time spent attending the hearing and travel or waiting time connected with attending the hearing.

### Time in hearing

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

### Travel time and waiting time

	Hours	Rate	Total
<b>A</b>		£	£
<b>B</b>		£	£
<b>C</b>		£	£

<b>PART 1 TOTAL</b>	£
---------------------	---

## Part 2: Disbursements

### Counsel's fees

<b>Counsel</b>	Name and year of call:
<b>Brief fee</b>	Include only if claimed
<b>Refresher fee</b>	Include only if claimed and specify number of days

- In this section, please provide details and the number of other wasted hours of Counsel's time incurred, if any.

<b>Description and number of hours</b>	<b>Rate</b>	<b>Total</b>
	£	£
	£	£
	£	£

<b>SUBTOTAL</b>	£
-----------------	---

## Other expenses

- In this section, please give details of any other wasted expenses claimed, if any.

Description and number of hours	Rate	Total
	£	£
	£	£
	£	£

<b>SUBTOTAL</b>	£
-----------------	---

<b>PART 2 TOTAL</b>	£
---------------------	---



## Part 3: Total costs and declaration

### Total costs

<b>Part 1 total</b>	£
<b>VAT on part 1 total (if applicable)</b>	£
<b>Part 2 total</b>	£
<b>VAT on part 2 total (if applicable)</b>	£
<b><u>TOTAL COSTS:</u></b>	<b>£</b>

### Declaration

**I confirm that the information I have provided in this schedule of costs:**

- **is correct and true to the best of my knowledge**
- **does not exceed the costs which the paying party is liable to pay in respect of the work which this schedule covers**
- **reflects Counsel's fees and other expenses actually incurred and which will be paid to the persons stated above.**

<b>Signature</b>	
<b>Name</b>	
<b>Firm of solicitors (if applicable)</b>	
<b>Date</b>	

## Part 4: Documents submitted

- In this section, please list any documents submitted with this completed schedule of costs.

	<b>Document description</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	

# Annex: Work done on documents

	Description of work	A hours	B hours	C hours	Total
<b>1</b>					£
<b>2</b>					£
<b>3</b>					£
<b>4</b>					£
<b>5</b>					£
<b>6</b>					£
<b>7</b>					£
<b>8</b>					£
<b>9</b>					£
<b>10</b>					£
<b>SUB-TOTAL</b>					<b>£</b>