Lands Tribunal procedure flowchart
Detailed assessment of costs

Step 1

The party in whose favour the costs order was made ('the receiving party') files and serves their bill of costs and requests detailed assessment.

Should be requested within 3 months of final decision.

Step 2

The Tribunal directs the party that was ordered to pay the other party's costs ('the paying party') to file and serve *Points of Dispute* identifying all the items in the bill disputed. The receiving party may file *Points of Reply.*

***Points of Dispute* must be filed and served within 28 days**

Step 3

The Tribunal either fixes a detailed assessment hearing and the Registrar assesses the costs at the hearing, or he dispenses with the hearing and assesses the costs based on the documents filed, giving the parties notice of his assessment.

Step 4

Within 7 days of the detailed assessment hearing (or if dealt with without a hearing, notice of the assessment) either party may request the Registrar to review the assessment. If a review is not requested, go to **Step 7.**

Within 7 days.

Step 5

If a review is requested the other party is asked if they wish to comment on the request.

The other party is given 7 days to comment.

Step 6

The Registrar reviews the assessment and his decision is sent to the parties in writing.

Step 7

Receiving party pays the detailed assessment fee after costs are assessed. It is recoverable as part of the assessed costs from the other party, unless ordered otherwise.

The fee is 5% of the costs as assessed.

Step 8

The Tribunal issues a detailed assessment certificate. It is enforceable in the courts as a civil judgment.