

Guide to completing a default costs certificate for issue / sealing at the Senior Court Costs Office

The following documentation must be provided:

- Request for default costs certificate – Form N254 (1 copy only)
- Notice of commencement – Form N252. The date by which points of dispute should have been received must have been passed (1 copy only)
- The order awarding costs (1 copy only)
- A completed default costs certificate – Form N255HC (3 copies)
- Fee of £60 (make cheques payable to HMCS)

Please note that payment made at the Senior Courts Costs Office can only be made by cheque. Please contact the Fees Office in the Royal Courts of Justice on 0207 947 6527 for information on other ways to pay.

Follow the 8 steps (marked A – H) to help you complete the default costs certificate accurately:

- A. The date of birth is not necessary for a default costs certificate issued by the Senior Courts Costs Office
- B. Do not enter the date of the certificate. The Senior Courts Costs Office will date the certificate on the day it is sealed
- C. Insert the address details of the paying party or their solicitor in the top address box.
- D. This figure claimed in the certificate should be the same as the total amount shown on Form N252 (notice of commencement) near the bottom of the page.
- E. This figure shown on the default costs certificate for fixed costs of the assessment is £140
- F. The paragraph regarding registering the judgment is not applicable for a default costs certificate issued by the Senior Courts Costs Office
- G. Insert address details of receiving party or their solicitor in the address for payment box
- H. Insert the address of the Senior Courts Costs Office – Cliffords Inn, Fetter Lane, London, EC4A 1DQ

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION

The Senior Courts Costs Office will only issue default costs certificates concerning cases from the High Courts and the Principal Registry of the Family Division.

Do not adapt the layout of form N255HC without prior agreement from the Senior Court Costs Office.

The amount payable on the default costs certificate cannot be a higher total amount than that shown in the final paragraph of form N252. The total amount on form N252 can only be the bill total plus the fixed costs of £140. The Senior Courts Costs Office will amend the figure on form N255HC, if necessary, to show the correct amount.

The amount payable on the default costs certificate can be a lower total amount than that shown in the final paragraph of form N252. In this instance the Senior Courts Costs Office will assume that some payment has already been made.

If you realise that an error has been made on the N252, you can serve an amended copy on the paying party, giving them a further 21 days to respond before making your request for a default costs certificate.