



SCALE OF COSTS

EFFECTIVE 1 JANUARY 2024

Scale of costs and fees which may be claimed by Australian lawyers and counsel as between party and party as well as between Australian lawyer and client.

If in any case the Court or registrar thinks that any item is inadequate or excessive, the Court or registrar may allow a greater or lesser sum than the scale provides.

If the scale of costs does not provide for any case, the Court or registrar may allow reasonable costs.

ITEM Particulars of Service

1 Claim for debt, liquidated demand or claim arising from a motor vehicle collision for costs of repairs only or for total loss of vehicle only including all professional costs where the amount claimed is-

- (a) **Less than \$500**
- (b) **\$500 to less than \$5,000**
- (c) **\$5,000 to less than \$7,500**
- (d) **\$7,500 to less than \$20,000**
- (e) **\$20,000 to less than \$40,000**
- (f) **\$40,000 to less than \$70,000**
- (g) **\$70,000 and over**

Costs for items 2 to 82A are set out in Table 1

\$260
\$545
\$668
\$804
\$998
\$1,202
\$1,436

TABLE 1 LEGEND - SCALE CLAIM AMOUNTS

	A	B	C	D	E	F	G
		\$500 to less than \$5,000	\$5,000 to less than \$7,500	\$7,500 to less than \$20,000	\$20,000 to less than \$40,000	\$40,000 to less than \$70,000	\$70,000 and over

TABLE 1

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Instructions

2	Instructions to make, issue or oppose an application or summons or any notice of objection under the Judgment Debt Recovery Act 1984 including instructions for any affidavit (not otherwise provided for).	90	90	90	133	169	200	232
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Institution of proceedings

3	Complaint, including instructions to sue, letter before action, attendances on counsel, copies for service, issuing and attendances on process server.	260	546	670	805	999	1204	1440
4	Consent of litigation guardian including preparation of memorandum, copies and obtaining signature of litigation guardian.	n/a	n/a	194	256	260	278	294
5	Notices of defence to claim, counterclaim or third party notice including instructions to defend, perusal of claim, counterclaim or third party notice, reply, attendances on counsel, copies, filing and service.	120	258	320	382	476	572	687
6	Counterclaim, third party notice, notice of contribution or any further pleading including instructions to issue, attendances on counsel, copies, filing and service.	139	287	352	421	520	628	752
7	Perusal of notice of defence, counterclaim, third party notice or any other pleading, and notice of contribution.	62	62	62	62	62	62	62

Particulars

8	Request for particulars of any document including attendances on counsel, copies, filing, service and perusal of further particulars.	91	205	249	297	371	443	527
9	Further and better particulars of any documents including perusal of request, attendances on counsel, copies, filing and service.	83	173	206	249	308	372	445

View

10	Attending view, including arranging view and attendance on counsel.	n/a	n/a	208	289	313	352	394
11	If the attendance exceeds half an hour - for each quarter hour thereafter.	n/a	n/a	22	59	59	59	59

TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Discovery

12	Notice of discovery including filing and service.	59	97	120	142	180	210	244
13	Perusal of affidavit of documents and inspection of documents.	73	139	163	202	253	301	355
14	Affidavit of documents including instructions, attendances on counsel, copies, swearing, filing, service and production of documents for inspection.	145	303	372	445	563	664	788
15	Notice to produce documents including filing and service.	59	91	120	145	180	210	244

Interrogatories

16	Interrogatories for examination including instructions, attendances on counsel, copies, filing, service and perusal of answers.	117	243	294	352	442	526	608
17	Answers to interrogatories including perusal of interrogatories, instructions, attendances on counsel, copies, swearing, filing and service.	156	332	423	508	628	756	895

Brief to advise

18	Brief to advise including preparation of memorandum to counsel, attendances on counsel and perusal of advice.	n/a	n/a	208	289	313	352	393
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Notices, certificates, undertakings, etc.

19	Any necessary notice (including notices before proceeding), certificate (including certificates before proceeding), undertaking, consent, order, memorandum (not otherwise provided for) including copies, filing and service.	58	103	121	146	182	212	257
20	Notice to admit including perusal of admissions, copies, filing and service.	156	156	156	212	269	326	387
21	Admissions, including perusal of notice to admit, copies, filing and service.	156	156	156	212	269	326	387
22	Offer of compromise or notice of acceptance of offer including copies, filing and service.	133	133	133	200	249	297	355

TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Witnesses and expert witnesses

23	Subpoena including instructions, copies and issuing.	30	50	68	68	90	108	127
24	Attendance on witness to arrange attendance to give evidence without subpoena, including reminders.	29	31	31	51	56	64	76
25	Arranging examination or inspection by an expert witness and notifying party, supplying relevant documents to witness, obtaining and perusing report.	83	86	87	130	163	194	232
26	Notifying party of examination or inspection arranged by opposite party.	16	16	16	62	80	97	116
*	*	*	*	*	*	*	*	*

Applications

28	Application or summons or any notice under the Judgment Debt Recovery Act 1984 including copies, issuing and affidavit of service.	50	112	121	139	172	205	242
29	Application for an order under Rule 21.01 (in addition to item 1 if applicable) or 21.08 including copies and issuing.	54	54	54	54	54	54	54
29A	To draw or settle any necessary medical panel referral documents including medical questions, section 65(6A) statements, lists of documents and submissions pursuant to the Accident Compensation Act 1985 etc.	118	220	297	332	445	533	619
29B	To draw or settle any necessary medical panel referral documents including medical questions, section 304 statements, lists of documents and submissions pursuant to the Workplace Injury Rehabilitation and Compensation Act 2013 etc.	118	220	297	332	445	533	619

Notice of objection

30	Notice of objection under the Judgment Debt Recovery Act 1984 including copies, issuing and affidavit of service.	53	53	53	53	53	53	53
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TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Affidavits

31	Affidavit including attendances on counsel, copies, swearing, filing and service.	117	243	294	352	442	520	607
32	Affidavit of service, including swearing and filing (not otherwise provided for).	51	51	51	51	51	51	51

General preparation

33	For work necessarily and properly done in preparing for hearing and not otherwise provided for, including- (a) taking instructions for examination of any party or witness; (b) considering the facts and the law; (c) attending on and corresponding with client; (d) interviewing and corresponding with witnesses and taking proofs of their evidence; (e) obtaining reports or advice from experts and maps, plans, photographs and models; (f) making search in any public office and elsewhere for relevant documents; (g) inspecting any property or place material to the proceeding; (h) perusing relevant documents; (i) general care and conduct of the proceeding.	473	1546	1909	2293	2868	4145	6445
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Pre-hearing conference

34	Preparation including all necessary instructions, instructions for brief for counsel or brief notes for Australian lawyer, correspondence and perusals.	114	350	468	566	701	843	965
35	Attendance at conference whether by counsel or Australian lawyer.	206	369	567	701	876	1057	1232

TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Mediation

36	Preparation including all necessary instructions, instructions for brief for counsel or brief notes for Australian lawyer, all necessary correspondence, perusals, etc.	114	343	468	566	688	826	947
37	Attending mediation by Australian lawyer, for first 4 hours or part thereof.	206	396	567	701	864	1039	1211
38	For each subsequent hour.	60	112	141	164	213	258	300
39	Attending mediation with counsel (where necessary) per hour.	60	112	141	164	213	258	300
40	If Australian lawyer attends at a place more than 50 kilometres from his or her place of business, an additional fee may be allowed.							
41	The reasonable costs of a mediation held before the commencement of proceedings may be allowed.							

Court attendance

42	Attendance at Court or upon magistrate or officer of the Court on application, summons, appeal or to hear reserved judgment.	121	274	338	411	511	614	732
43	Attendance of Australian lawyer without counsel at a directions hearing or at a hearing of an application for revocation of a direction of a conciliation officer including a WorkCover directions hearing or at the hearing of an application for revocation of a direction of a conciliation officer.	206	396	568	704	882	1061	1234
44	Attending WorkCover mentions.	185	185	185	185	185	185	185
45	Attendance at Court on hearing - Australian lawyer without counsel for the first 6 hours (including any luncheon adjournment).	436	876	1322	1584	1981	2366	2754
46	If attendance at Court exceeds 6 hours - for each hour thereafter.	94	173	206	253	313	376	441
47	Attendance at Court by Australian lawyer on hearing with counsel for the first 3 hours.	199	338	422	508	628	756	873
48	If attendance exceeds 3 hours - for each hour thereafter.	60	112	141	165	205	249	291

Conference with counsel

49	Appointment and attendance per hour (when necessary).	60	121	155	197	246	295	347
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TABLE 1 CONTINUED

	<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000						
	A	B	C	D	E	F	G						
Fees to counsel													
50	To draw or settle any necessary document including notice before action, particulars of claim or defence (including special defence), counterclaim and interrogatories etc.						79	146	190	221	286	343	397
51	To confer, prepare, view or consult - per hour.						79	146	190	221	286	343	397
52	To advise on evidence or give opinion.						n/a	n/a	252	383	413	462	692
53	Brief on hearing.						522	1170	1577	1891	2359	2834	3095
54	*						*	*	*	*	*	*	*
55	Attending mediation, for the first 4 hours or part thereof.						215	421	597	737	924	1110	1294
56	For each subsequent hour.						65	118	145	173	234	275	323
57	Attending at WorkCover directions hearing.						219	426	605	748	939	1128	1355
57A	Attending at the hearing of an application for revocation of a direction of a conciliation officer.						748	748	748	748	748	748	748
Documents													
58	Drawing any document or brief (where not otherwise provided for) - per folio.						5.40	12.80	12.80	14.10	16.40	18.70	25.40
59	Typing any document or brief (where not otherwise provided for) - per folio.						3.50	3.50	3.50	3.50	3.50	3.50	3.50
60	Photocopying in a proceeding: For the first 50 pages - \$2.85 per page For further copies after the first 50 pages - 81 cents per page												
Perusals													
61	Of any document or part of a document (where not otherwise provided for) - per folio.						3.40	3.40	3.40	3.40	3.40	3.40	3.40
62	Examination or scanning any document which is not necessary to peruse - per folio.						1.60	1.60	1.60	1.60	1.60	1.60	1.60

TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Correspondence

63	Special letter.	51	51	51	51	51	51
64	Ordinary letter (including an agency letter).	35	35	35	35	35	35
65	Circular letter. After the first, postage may be claimed as a disbursement.	19	19	19	19	19	19

Attendances

66	Attendance - such as an attendance at the office of the registrar or on a process server or to serve or an attendance which is capable of being made by a clerk.	35	35	35	35	35	35
67	Attendance (personal or by telephone) of a Australian lawyer or managing clerk and involving the exercise of skill or legal knowledge - for each quarter hour.	60	60	60	60	60	60
68	Attendance which does not involve the exercise of skill or legal knowledge - for each quarter hour.	30	30	30	30	30	30

Warrants, summons, etc.

69	Warrant to seize property or of delivery including instructions, preparation and issuing.	67	138	163	205	257	308	362
70	Summons for oral examination, including instructions, preparation of summons and affidavit, issuing, arranging service, forwarding summons and affidavit to registrar with letter.	69	165	200	220	279	338	393
71	Proceedings for attachment of debts including all professional costs.	199	398	448	537	668	799	1047
72	Summons for attachment of earnings, including instructions, preparation of summons, affidavit and Form 72A, issuing summons, arranging service, forwarding summons and affidavit to registrar with a letter (including affidavit of service).	355	503	541	679	849	1017	1334
73	Form 72F, including preparation, filing and service.	60	104	121	146	182	212	246
74	Order to attend or to give a statement under Rule 72.04 including preparation, issuing and arranging service.	60	104	121	146	182	212	246
75	Registration of interstate judgment.	90	90	90	133	133	133	133

TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Service*

76	For service of Court documents on each person to be served.	86	86	86	86	86	86
77	For service of Court documents on each person to be served where service is effected by post or by leaving at a document exchange.	15	15	15	15	15	15
78	For every necessary visit made in attempting service of Court documents and for each report of non-service where the time, date and number of visits attempting service are shown by affidavit.	59	59	59	59	59	59
79	In addition to the abovementioned service fees an allowance at the rate of 81 cents for each 1 kilometre in respect of any distance measured both ways from the nearest court house or other building where the Court is held, or the residence of the person who served the court document, whichever is the closer to the place of service or attempted service of the document.	refer to item 79					

***Notes to items 76 to 79 inclusive:**

- A** In these items **Court documents** include complaint, summons, application or other document used in a court proceeding.
- B** A registrar, upon application made before service of any Court document, may fix and endorse on the document an amount representing an allowance calculated at 86 cents for each kilometre of the distance both ways by the shortest practicable route, from the nearest court house or other building where the Court is held, or the residence of the process server, whichever is the closer to the place of service and the Court in assessing costs on the hearing shall have regard to the amount so fixed and indorsed.
- C** For service of 2 or more Court documents in the same proceeding on the same person who was or could have been served at the same time and place, only one service fee must be allowed.
- D** For service of a Court document in the same proceeding on 2 or more persons who were or could have been served at the same time and place, only one service fee shall be allowed.
- E** No costs shall be allowed for service of any Court document where service has been effected by an employee of the plaintiff or defendant, unless the Court is satisfied by evidence on oath or affidavit that the employee is exclusively engaged on the service of legal process for the employer.

TABLE 1 CONTINUED

<500	≥500 <5,000	≥5,000 <7,500	≥7,500 <20,000	≥20,000 <40,000	≥40,000 <70,000	≥70,000
A	B	C	D	E	F	G

Substituted service

80	Order for substituted service including all professional costs.	176	318	377	444	560	660	768
81	If an advertisement in lieu of service is ordered, the necessary and reasonable costs of the advertisement in addition.							

Witnesses' expenses

82	Subject to item 82A, witnesses giving evidence in an expert or professional capacity, up to \$335 per hour or part thereof, but not to exceed \$2359 per day. Other witnesses - up to \$83 per hour or part thereof, but not to exceed \$416 per day.							
82A	Witnesses giving evidence in the capacity of motor vehicle loss assessors, up to \$176 per hour or part thereof, but not to exceed \$961 per day.							

Circuit fees

83	<p>(a) A circuit fee may be charged by counsel where the claim or the counterclaim is \$40 000 or more. No circuit fee may be charged where the claim or the counterclaim is less than \$40 000, unless the Court otherwise orders;</p> <p>(b) A circuit fee must be calculated on the same time basis as a fee for counsel on the hearing of a proceeding;</p> <p>(c) Any circuit fee allowed under paragraph (a) or (b) must be in accordance with the Schedule 1 to Appendix A of the Scale of Costs in Chapter I of the Rules of the County Court unless the circuit town appears in Table 2, in which case Table 2 applies. Whether or not Appendix A or Table 2 applies, not more than one circuit fee must be allowed in any one day in relation to any proceeding or matter;</p> <p>(d) A circuit fee may be charged by a mediator who conducts a mediation following a referral of a proceeding or part of a proceeding to mediation. A circuit fee may also be charged for a pre-issue mediation held in accordance with a Practice Direction. A circuit fee may only be charged by a mediator with the agreement of the parties to the mediation.</p>
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TABLE 2

Circuit town	Fee for first six hours
Ararat	606
Benalla	642
Colac	509
Echuca	642
Latrobe Valley	498
Mansfield	509
Portland	702
Stawell	642
Swan Hill	642