

SCALE OF COSTS

EFFECTIVE 1 JANUARY 2025

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	\$270
(b)	\$500 to less than \$5,000	\$565
(c)	\$5,000 to less than \$7,500	\$693
(d)	\$7,500 to less than \$20,000	\$834
(e)	\$20,000 to less than \$40,000	\$1,035
(f)	\$40,000 to less than \$70,000	\$1,246
(g)	\$70,000 and over	\$1,489

Costs for items 2 to 85 are set out in Table 1

TABLE 1 LEGEND - SCALE CLAIM AMOUNTS

A	B	C	D	E	F	G
Less than \$500	\$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).	93	93	93	138	175	207	241
----------	---	----	----	----	-----	-----	-----	-----

Institution of proceedings

3	Complaint, including instructions to sue, letter before action, attendances on counsel, copies for service, issuing and attendances on process server.	270	566	695	835	1036	1249	1493
4	Consent of litigation guardian including preparation of memorandum, copies and obtaining signature of litigation guardian.	n/a	n/a	201	265	270	288	305
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.	124	268	332	396	494	593	712
6	Counterclaim, third party notice, notice of contribution or any further pleading including instructions to issue, attendances on counsel, copies, filing and service.	144	298	365	437	539	651	780
7	Perusal of notice of defence, counterclaim, third party notice or any other pleading, and notice of contribution.	64	64	64	64	64	64	64

Particulars

8	Request for particulars of any document including attendances on counsel, copies, filing, service and perusal of further particulars.	94	213	258	308	385	459	546
9	Further and better particulars of any documents including perusal of request, attendances on counsel, copies, filing and service.	86	179	214	258	319	386	461

View

10	Attending view, including arranging view and attendance on counsel.	n/a	n/a	216	300	325	365	409
11	If the attendance exceeds half an hour - for each quarter hour thereafter.	n/a	n/a	23	61	61	61	61

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.	61	101	124	147	187	218	253
13	Perusal of affidavit of documents and inspection of documents.	76	144	169	209	262	312	368
14	Affidavit of documents including instructions, attendances on counsel, copies, swearing, filing, service and production of documents for inspection.	150	314	386	461	584	689	817
15	Notice to produce documents including filing and service.	61	94	124	150	187	218	253
Interrogatories								
16	Interrogatories for examination including instructions, attendances on counsel, copies, filing, service and perusal of answers.	121	252	305	365	458	545	630
17	Answers to interrogatories including perusal of interrogatories, instructions, attendances on counsel, copies, swearing, filing and service.	162	344	439	527	651	784	928
Brief to advise								
18	Brief to advise including preparation of memorandum to counsel, attendances on counsel and perusal of advice.	n/a	n/a	216	300	325	365	408
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.	60	107	125	151	189	220	267
20	Notice to admit including perusal of admissions, copies, filing and service.	162	162	162	220	279	338	401
21	Admissions, including perusal of notice to admit, copies, filing and service.	162	162	162	220	279	338	401
22	Offer of compromise or notice of acceptance of offer including copies, filing and service.	138	138	138	207	258	308	368

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.	31	52	71	71	93	112	132
24	Attendance on witness to arrange attendance to give evidence without subpoena, including reminders.	30	32	32	53	58	66	79
25	Arranging examination or inspection by an expert witness and notifying party, supplying relevant documents to witness, obtaining and perusing report.	86	89	90	135	169	201	241
26	Notifying party of examination or inspection arranged by opposite party.	17	17	17	64	83	101	120
*	*	*	*	*	*	*	*	*
Applications								
28	Application or summons or any notice under the Judgment Debt Recovery Act 1984 including copies, issuing and affidavit of service.	52	116	125	144	178	213	251
29	Application for an order under Rule 21.01 (in addition to item 1 if applicable) or 21.08 including copies and issuing.	56	56	56	56	56	56	56
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.	122	228	308	344	461	553	642
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.	122	228	308	344	461	553	642
Notice of objection								
30	Notice of objection under the Judgment Debt Recovery Act 1984 including copies, issuing and affidavit of service.	55	55	55	55	55	55	55
Affidavits								
31	Affidavit including attendances on counsel, copies, swearing, filing and service.	121	252	305	365	458	539	629
32	Affidavit of service, including swearing and filing (not otherwise provided for).	53	53	53	53	53	53	53

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

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.	491	1603	1980	2378	2974	4298	6683
-----------	---	------------	-------------	-------------	-------------	-------------	-------------	-------------

Pre-hearing conference

34	Preparation including all necessary instructions, instructions for brief for counsel or brief notes for Australian lawyer, correspondence and perusals.	118	363	485	587	727	874	1001
35	Attendance at conference whether by counsel or Australian lawyer.	214	383	588	727	908	1096	1278

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.	118	356	485	587	713	857	982
37	Attending mediation by Australian lawyer, for first 4 hours or part thereof.	214	411	588	727	896	1077	1256
38	For each subsequent hour.	62	116	146	170	221	268	311
39	Attending mediation with counsel (where necessary) per hour.	62	116	146	170	221	268	311
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.	125	284	351	426	530	637	759
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.	214	411	589	730	915	1100	1280
44	Attending WorkCover mentions.	192	192	192	192	192	192	192
45	Attendance at Court on hearing - Australian lawyer without counsel for the first 6 hours (including any luncheon adjournment).	452	908	1371	1643	2054	2454	2856
46	If attendance at Court exceeds 6 hours - for each hour thereafter.	97	179	214	262	325	390	457
47	Attendance at Court by Australian lawyer on hearing with counsel for the first 3 hours.	206	351	438	527	651	784	905
48	If attendance exceeds 3 hours - for each hour thereafter.	62	116	146	171	213	258	302

Conference with counsel

49	Appointment and attendance per hour (when necessary).	62	125	161	204	255	306	360
-----------	---	----	-----	-----	-----	-----	-----	-----

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.	83	153	199	231	299	359	415
51	To confer, prepare, view or consult - per hour.	83	153	199	231	299	359	415
52	To advise on evidence or give opinion.	n/a	n/a	264	401	432	483	724
53	Brief on hearing.	546	1224	1650	1978	2468	2964	3237
54	*	*	*	*	*	*	*	*
55	Attending mediation, for the first 4 hours or part thereof.	225	440	624	771	967	1161	1354
56	For each subsequent hour.	68	123	152	181	245	288	338
57	Attending at WorkCover directions hearing.	229	446	633	782	982	1180	1417
57A	Attending at the hearing of an application for revocation of a direction of a conciliation officer.	782	782	782	782	782	782	782
Documents								
58	Drawing any document or brief (where not otherwise provided for) - per folio.	5.60	13.30	13.30	14.60	17.00	19.40	26.30
59	Typing any document or brief (where not otherwise provided for) - per folio.	3.60	3.60	3.60	3.60	3.60	3.60	3.60
60	Photocopying in a proceeding: For the first 50 pages - \$2.96 per page For further copies after the first 50 pages - 84 cents per page							
Perusals								
61	Of any document or part of a document (where not otherwise provided for) - per folio.	3.50	3.50	3.50	3.50	3.50	3.50	3.50
62	Examination or scanning any document which is not necessary to peruse - per folio.	1.70	1.70	1.70	1.70	1.70	1.70	1.70

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.	53	53	53	53	53	53
64	Ordinary letter (including an agency letter).	36	36	36	36	36	36
65	Circular letter. After the first, postage may be claimed as a disbursement.	20	20	20	20	20	20
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.	36	36	36	36	36	36
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.	62	62	62	62	62	62
68	Attendance which does not involve the exercise of skill or legal knowledge - for each quarter hour.	31	31	31	31	31	31
Warrants, summons, etc.							
69	Warrant to seize property or of delivery including instructions, preparation and issuing.	69	143	169	213	267	319
70	Summons for oral examination, including instructions, preparation of summons and affidavit, issuing, arranging service, forwarding summons and affidavit to registrar with letter.	72	171	207	228	289	408
71	Proceedings for attachment of debts including all professional costs.	206	413	465	557	693	1086
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).	368	522	561	704	880	1383
73	Form 72F, including preparation, filing and service.	62	108	125	151	189	255
74	Order to attend or to give a statement under Rule 72.04 including preparation, issuing and arranging service.	62	108	125	151	189	255
75	Registration of interstate judgment.	93	93	93	138	138	138

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.	89	89	89	89	89	89
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.	16	16	16	16	16	16
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.	61	61	61	61	61	61
79	In addition to the abovementioned service fees an allowance at the rate of 84 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 84 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.	183	330	391	460	581	684	796
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 \$347 per hour or part thereof, but not to exceed \$2446 per day. Other witnesses - up to \$86 per hour or part thereof, but not to exceed \$431 per day.							
82A	Witnesses giving evidence in the capacity of motor vehicle loss assessors, up to \$183 per hour or part thereof, but not to exceed \$997 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 Schedule 1 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 Schedule 1 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>
-----------	--

TABLE 1 CONTINUED

Interpreter Allowances

84	Attending professional, scientific or expert witness qualifying to give evidence, attending conference with solicitor or counsel— (a) per hour or part thereof reasonably absent from professional rooms or place of business—\$77. (b) but in any event not to exceed in any one day—\$534.
85	(a) for absence from place of residence or business for 4 hours or less—\$305 (b) and for each hour or part thereof in excess of 4 hours—\$77. (c) but in any event not to exceed in any one day—\$534
For the purposes of items 84 and 85, the Magistrates' Court may allow a country interpreter, in addition to the above allowance, a reasonable sum for the actual expense of travel to and from the place of trial or hearing and for maintenance and sustenance. For this purpose, an interpreter who does not reside within 50 kilometres of the place of trial or hearing is a country interpreter. Notwithstanding anything in the above scale, the Magistrates' Court may allow an increased amount to a professional interpreter in special circumstances.	

Table 2

Circuit town	Fee for first six hours
Ararat	634
Benalla	672
Colac	532
Echuca	672
Latrobe Valley	521
Mansfield	532
Portland	734
Stawell	672
Swan Hill	672