

## **PRACTICE NOTE 19**

### **ASSESSMENT OF COSTS BY PROTHONOTARY**

1. When a party is having costs assessed by the Prothonotary pursuant to an order the party shall file a bill of costs and a copy of the order or other document giving rise to the party's entitlement to costs, with the Prothonotary, through the office of the Registrar.
2. The Prothonotary shall issue a Certificate not later than 30 days after the completion of the assessment hearing or not later than 45 days in the event the assessment amount is objected to under Rule 58.10, unless an extension is granted on motion to a judge.
3. A party having solicitor-client costs assessed by the Prothonotary shall file a request for assessment along with the subject account or legal bill with the Prothonotary who shall set the matter down for hearing to be heard within 40 days.
5. The Prothonotary shall issue a Certificate no later than 30 days after the solicitor-client assessment hearing unless an extension is granted on motion to a judge.
6. A Certificate on solicitor-client costs shall be effective when the order is made.