

# **Consultation paper: Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026**

**June 2026**

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# Call for submissions

The Legal Services Council (**Council**) is conducting consultation on the draft Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026 pursuant to s 425(3)(b) of the Legal Profession Uniform Law (**Uniform Law**).

The Council would be grateful for your feedback on the consultation questions in this paper by **16 July 2026**. Feedback can be sent to [submissions@legalservicescouncil.org.au](mailto:submissions@legalservicescouncil.org.au).

Unless you advise us otherwise, your submission may be published or shared with other organisations that contribute to this consultation.

## Executive summary

### What this consultation is about

The Council is inviting written submissions on the draft Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026 (**Cost Disclosure Amendment Rule**). The Cost Disclosure Amendment Rule would make the following amendments to the Legal Profession Uniform General Rules 2015 (**Uniform General Rules**).

- Increase the upper costs disclosure threshold to \$10,000 (excluding GST and disbursements) by inserting a new Rule 72(1).
- Expand the classes of “commercial or government clients” exempt from Part 4.3 costs disclosure obligations by amending Rule 71 to add: trustees in bankruptcy; overseas-registered foreign law practices; and certain government-controlled corporations with share capital.
- Replace existing prescribed shortform disclosure Forms 1 and 2 with updated versions by deleting Schedule 1 in the Uniform General Rules and prescribing updated forms through new Rule 72(2).

### Why we are proposing these changes

The Council commissioned an independent review into cost disclosure thresholds under the Uniform Law in 2023. Upon the release of the final report in September 2023,<sup>1</sup> the Council agreed in principle to progress its recommendations and endorsed an implementation plan. The Council has actioned several recommendations from the review already, and the proposals in the Cost Disclosure Amendment Rule would enact further key recommendations. Additional detail about the recommendations from the review and the rationale for the proposed amendments in the Cost Disclosure Amendment Rule are below.

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<sup>1</sup> Available at:

[https://legalservicescouncil.org.au/documents/Final\\_report\\_costs\\_disclosure\\_thresholds\\_review\\_September\\_2023.pdf](https://legalservicescouncil.org.au/documents/Final_report_costs_disclosure_thresholds_review_September_2023.pdf)

# Introduction and background

## About us

The Council is a statutory body that oversees the operation of the Legal Profession Uniform Law (**Uniform Law**) in New South Wales, Victoria and Western Australia.

The Council develops and makes the Legal Profession Uniform General Rules (**Uniform General Rules**). Among other things, the Uniform General Rules sets out the cost disclosure thresholds as well as the categories of exemptions to cost disclosure.

## Cost disclosure thresholds

Law practices in New South Wales, Victoria and Western Australia are regulated under the Uniform Law. Part 4.3 of the Uniform Law requires a law practice to give clients written costs disclosure as soon as practicable after instructions, including how costs will be calculated and an estimate of total legal costs. The obligation must be updated if there is any significant change. These requirements help to support a key objective of the Uniform Law, to enhance the protection of clients of law practices and the protection of the public generally.<sup>2</sup>

The obligations apply with consideration to the following two cost disclosure thresholds:

- **\$750 lower threshold:** where total legal costs (excluding GST and disbursements) are not likely to exceed the lower amount, no statutory written disclosure is required (although a practice may choose to provide the standard form).
- **\$3,000 upper threshold:** where total legal costs are between the lower and the upper amount, a law practice may use the prescribed short-form costs disclosure. The standard forms are prescribed in the Uniform General Rules. Where legal costs are likely to exceed the upper threshold, full disclosure under s 174 is required.

These thresholds were set by transitional provisions when the Uniform Law commenced in 2015.<sup>3</sup> “Total legal costs” in this context refers to the lawyer’s fees, excluding GST and disbursements.

Some clients are exempt from Part 4.3 (including disclosure) because they are well-informed purchasers of legal services. Section 170 defines “commercial or government client” and allows additional classes to be specified in the Uniform General Rules. Current specified classes include NSW State-owned corporations and Victorian State-owned enterprises.<sup>4</sup>

## Background to this consultation

In September 2022 the Council commissioned Dr Matthew Butlin AM to conduct an independent, evidence-based review into whether the thresholds and related instruments remain effective,

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<sup>2</sup> Legal Profession Uniform Law, s 3(c).

<sup>3</sup> Legal Profession Uniform Law, sch 4, cl 18(3) and (4).

<sup>4</sup> Legal Profession Uniform General Rules 2015, r 71.

proportionate and consumer-protective.<sup>5</sup> The Final Report, published in September 2023, concluded that inflation and cost movements since 2015 have eroded the intent of the thresholds, resulting in fewer matters falling below the lower threshold and a higher proportion requiring full disclosure, thereby increasing compliance burden without necessarily delivering proportionate information gains. It recommended adjusting the thresholds and improving the supporting cost disclosure forms and information sheets.

Upon the release of the Final Report, the Council agreed in principle to progress its recommendations and endorsed an implementation plan.

The conclusions and recommendations in the Final Report were shaped by several stages of consultation with legal stakeholders including meetings, a survey, workshops, and a public consultation paper. The review also considered complaints data provided by regulatory authorities and the Council's 2016 Consultative Forum and consumer survey.<sup>6</sup>

We note that many stakeholders have previously provided input on issues canvassed in this consultation paper during consultation for the Final Report, and during a targeted consultation earlier this year.

We are, through this consultation paper, seeking stakeholder views on the draft Cost Disclosure Amendment Rule at **Annexure A** as required under s 425(3)(b) of the Uniform Law.

## **Consumer and practitioner testing of cost disclosure forms**

After receiving the Final Report in September 2023, the Council carried out several rounds of consultation with legal profession stakeholders about how to improve the structure and content of the cost disclosure forms and information sheet. The Council subsequently developed updated cost disclosure forms and information sheets in collaboration with a specialist graphic design firm. The updated forms have been designed to be more user-friendly for both legal practitioners and consumers of legal services, and to support informed decision-making by consumers through providing additional information.

The Council engaged Nature, a strategic insights research company, to undertake consumer and practitioner testing on the following draft updated cost disclosure forms and information sheets:

- Solicitor standard costs disclosure form
- Solicitor standard costs disclosure form – update to estimate of your costs
- Barrister standard costs disclosure form (for use in direct access matters)
- Barrister standard costs disclosure form – update to estimate of your costs
- Information sheet for consumers
- Information sheet for legal practitioners

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<sup>5</sup> Available on the Legal Services Council's website at: [https://legalservicescouncil.org.au/documents/Final\\_report\\_costs\\_disclosure\\_thresholds\\_review\\_September\\_2023.pdf](https://legalservicescouncil.org.au/documents/Final_report_costs_disclosure_thresholds_review_September_2023.pdf).

<sup>6</sup> For further detail about the consultation that occurred during the independent review, see: Legal Services Council, *Report on costs disclosure thresholds* (September 2023), 15-17. Written stakeholder input to the review is also published on the Legal Services Council website.

A report containing findings from the testing is available on the Council's website.<sup>7</sup> Key findings from the consumer and practitioner testing are outlined in the 'updated cost disclosure forms' section below.

The forms that were the focus of consumer and practitioner testing have been updated to reflect key feedback received. Pending feedback from this consultation, the updated forms will be published in the NSW Government Gazette on a date before the Cost Disclosure Amendment Rule is made, and prescribed through new Rule 72(2).

## Proposed revisions to the Uniform General Rules

During this statutory consultation, the Council is seeking feedback on proposed amendments to the Uniform General Rules in the Cost Disclosure Amendment Rule (at **Annexure A**).

### **Set the upper cost disclosure threshold at \$10,000**

The Cost Disclosure Amendment Rule would insert a new Rule 72(1) into the Uniform General Rules to set the higher cost disclosure threshold as \$10,000 exclusive of GST and disbursements.

The existing \$3,000 upper threshold was set at the commencement of the Uniform Law and has not been adjusted since implementation.

Cost pressures have increased the share of matters that exceed the current upper threshold, expanding the circumstances in which full disclosure is required and thereby raising compliance burden without commensurate informational gain.

Lifting the upper threshold to \$10,000 would restore the framework back to its original policy intent by creating a wider, practical window for short form disclosure that still safeguards informed client choice. In addition, widening the range between upper and lower thresholds would increase the usage of the standard cost disclosure forms by legal practitioners, and enable a greater number of consumers to benefit from the user-friendly updated forms.

The updated cost disclosure forms contain all the mandatory information that a legal practitioner is required to provide under full cost disclosure under s174 of the Uniform Law. They are designed in a best practice format which makes it simple for legal practitioners to complete and easier for consumers to understand.

The results of consumer and practitioner testing indicate that the updated standard cost disclosure forms are simple, clear, and convenient, and assist in informed decision-making. Given the form includes all mandatory information required for full disclosure, there appears to be little downside to permitting the cost disclosure form to be used for matters up to \$10,000.

Meanwhile, the potential benefits are significant, as legal practitioners could utilise the form across a broader range of matters, providing a greater number of consumers with a clear understanding of their estimated legal costs and their rights and responsibilities.

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<sup>7</sup> Available at: <https://legalservicescouncil.org.au/highlights/updated-cost-disclosure-documents--results-of-user-testing.html>

**Q1: Do you support inserting the following subsection into Rule 72 of the Uniform General Rules:**

***(1) For the Uniform Law, section 174(5), the higher threshold amount is \$10,000, excluding GST and disbursements.***

### **Expand commercial and government clients exempt from cost disclosure**

The Cost Disclosure Amendment Rule would amend Rule 71 of the Uniform General Rules by inserting three additional classes of clients into the Rules.

The following classes of clients would be added:

- **Trustees in bankruptcy** (within the meaning of the *Bankruptcy Act 1966 (Cth)*): their role and capabilities are closely analogous to insolvency office-holders (e.g., liquidators, administrators, receivers) already recognised as “commercial or government clients” under s 170(2), and they routinely instruct lawyers and conduct litigation. Adding trustees would clarify treatment in a way that arguably reflects market practice and preserves coherence within the insolvency suite.
- **Overseas-registered foreign law practices**: the Uniform Law already recognises foreign government authorities as “government clients” but recognises only Australian law practices as a specified class, creating an anomaly. Including overseas-registered foreign law practices corrects that inconsistency, better targets sophisticated counterparties, and aligns with approaches taken in other Australian jurisdictions and in the participating jurisdictions prior to the implementation of the Uniform Law.
- **Corporations with share capital where a majority of shares are held beneficially for the Commonwealth or a State or Territory**: this is a logical extension of the existing government authority concept in s 170(2)(g), reflecting that such corporations are effectively government-controlled entities that routinely procure legal services and possess institutional buying power and expertise. The change also promotes inter-jurisdictional consistency with non-participating jurisdictions and reflects historical arrangements prior to the Uniform Law.

An efficient and proportionate disclosure framework should avoid imposing formal disclosure requirements for clients who are sophisticated purchasers of legal services, which includes those familiar with how legal services are supplied and costed and who regularly contract with lawyers.

Under the Uniform Law, the practical pathway to achieve this is by specifying additional persons or classes in the Uniform General Rules for the purposes of the “commercial or government client” definition in s 170(2)(h) of the Uniform Law. For clients that are specified as a “commercial or government client,” the legal practitioner does not need to provide cost disclosures to them.

The review in the Final Report applied three tests in considering whether additional classes should be added to existing exemptions: any specified class must (1) be commercial or governmental in character; (2) be a well-informed or experienced user of legal services for the activities in question; and (3) be definable with clarity so as not to sweep in inexperienced consumers. Proceeding with the recommended classes meets these tests and also helps reduce inconsistencies with non-participating jurisdictions.

The final report considered additional categories of commercial and government clients for inclusion in the exemption in the Uniform General Rules, but recommended against endorsing all of them. An analysis of these additional categories is at pages 33-37 of the Final Report.<sup>8</sup>

**Q2: Do you support inserting the following subsections into Rule 71 of the Uniform General Rules:**

***(c) a trustee within the meaning of the Bankruptcy Act 1996 of the Commonwealth,***

***(d) an overseas registered foreign law practice,***

***(e) a corporation for which—***

***(i) the majority of shareholders are the Commonwealth or a jurisdiction, or***

***(ii) the majority of shares in the corporation are held beneficially for the Commonwealth or a jurisdiction.***

### **Updated cost disclosure forms**

The Cost Disclosure Amendment Rule proposes to replace the existing prescribed shortform disclosure Forms 1 and 2 with updated versions by deleting Schedule 1 in the Uniform General Rules and prescribing the following updated forms through new Rule 72(2).

- Form 1 – Solicitor standard costs disclosure form
- Form 2 – Solicitor standard costs disclosure form – update to estimate of your costs
- Form 3 – Barrister standard costs disclosure form (for use in direct access matters)
- Form 4 – Barrister standard costs disclosure form – update to estimate of your costs

These forms can be found at **Annexure B**. Pending feedback from this consultation, the updated forms will be published on a date before the Cost Disclosure Amendment Rule is made, and prescribed through new Rule 72(2).

As noted above, in line with recommendations from the independent review into cost disclosure thresholds, the Council developed updated cost disclosure forms in collaboration with a specialist graphic design firm. The Council designed these forms to be more user-friendly for both legal practitioners and consumers of legal services, and to support informed decision-making by consumers through providing additional information.

The Council subsequently engaged Nature, a strategic insights research company, to undertake consumer and practitioner testing on the following draft updated cost disclosure forms and information sheets.

This testing sought views from legal practitioners and consumers of legal services to assess whether the updated forms and information sheets are easy to utilise and understand. The consumer survey sourced the views of 1,022 Australians aged 18-75 from Victoria, NSW, and WA who had previously engaged or were looking to engage a solicitor or barrister in the future.

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<sup>8</sup> Legal Services Council, *Report on costs disclosure thresholds* (September 2023), 33-37.

The practitioner interviews focused on 30 solicitors and barristers from NSW, VIC, WA, with each practitioner interviewed for 45 minutes.

For the purposes of consumer testing, the updated forms were completed with details of hypothetical matters provided by solicitors and barristers in Uniform Law jurisdictions. Consumer and practitioner testing concluded in February 2026.

Key findings from the consumer and practitioner testing in relation to the updated forms include the following.

#### *Cost disclosure forms*

- A majority of consumers (85%) agreed that the updated cost disclosure form provides necessary information to make an informed decision, and clearly and transparently communicates what legal services will be provided and what will not be provided.
- 13% of consumers had difficulty understanding the cost disclosure form. Difficulties in understanding the form were higher among younger consumers and consumers from lower-income households.
- Consumers appreciated the form's upfront information on fees, details on what is and isn't included, explanation of fee structure, and information on rights and responsibilities.
- Practitioners praised the form for being simple, clear and convenient for straightforward, low-risk matters. However we also received practitioner feedback that more extensive guidance on using the form would be beneficial, and the form would benefit from more space in text boxes in certain sections. Practitioners also advised that a word version of the form, rather than a pdf, would allow for greater integration with practice management systems.

#### *Cost amendment form*

- 83% of consumers agreed that it was detailed enough to make an informed decision, and 86% agreed that it clearly and transparently communicates the legal costs they will be charged. Some consumers requested more detail on why costs increased, and itemisation of estimated other costs.
- Practitioners found the form to effectively standardise cost updates and make the process simpler, however had some suggestions on improving the structure.

Following a review of the consumer and practitioner testing findings, the Council made minor changes to the updated cost disclosure forms in line with feedback, including to provide more detail in 'hover text', expand the size of the 'best contact' box, and update the wording of the 'Disputing legal costs' and 'Additional information' sections to make it simpler for consumers to understand. The revised forms are at **Annexure B**. In response to user feedback, the Council will develop a Microsoft Word version of the cost disclosure forms, which will retain the elements of the pdf forms but allow practitioners to modify the size of information boxes.

The Council has also developed draft information sheets to support legal consumers and practitioners to use the updated cost disclosure forms effectively. These information sheets are at **Annexure C**. Before the Cost Disclosure Amendment Rule commences, the Council will

publish these information sheets on our website so they can be accessed by consumers and practitioners.

**Q3: Do you support replacing the current prescribed Forms 1 and 2 by deleting Schedule 1 of the Uniform General Rules and prescribing the updated forms through new Rule 72(2) of the Cost Disclosure Amendment Rule?**

## Recommendation to raise the lower threshold

The Council's independent review into cost disclosure thresholds recommended raising the lower threshold from \$750 to \$1,500. The basis for this recommendation was that it would restore an appropriate exemption for genuinely low-value matters and would bring the scheme in line with non-participating jurisdictions.

The recommendation supports objective 3(a) of the Uniform Law to provide and promote interjurisdictional consistency in the law applying to the Australian legal profession and objective 3(e) of the Uniform Law to promote efficient, effective, targeted and proportionate regulation of the legal profession.

Following comprehensive stakeholder consultation, the Council has decided not to pursue this recommendation at this stage. While the Council continues to appreciate the policy rationale behind this reform, stakeholder views in Uniform Law jurisdictions on this issue remain mixed. Several stakeholders emphasised the detrimental impact that a static lower threshold has on legal practitioners, while others expressed valid concerns about the potential impact of raising the lower threshold on the consumer protection objective in the Uniform Law. The Council will continue to support efforts to forge consensus on this issue prior to progressing any proposed amendments to the Uniform General Rules.

## Proposed implementation timeline

The Council anticipates working towards the following timeline.

Date	Activity
15 June 2026	Public consultation commences on draft Rule under s425(3)(b) of the Uniform Law
16 July 2026	Deadline for submissions on public consultation.
23 July 2026	Council considers submissions and makes any required amendments to the draft Rule. Council submits Rule to the Standing Committee of Attorneys-General for approval.
August – September 2026	Standing Committee of Attorneys-General considers Rule.

October 2026	If the Standing Committee of Attorneys-General provides approval, the Council will make the Cost Disclosure Amendment Rule.
1 July 2027	Rule comes into effect. Updated cost disclosure forms and information sheets published on Council's website.

# **Annexure A: Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026**



New South Wales

# **Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026**

under the

Legal Profession Uniform Law

The Legal Services Council has made the following rule under the *Legal Profession Uniform Law*.

Acting Chief Executive Officer, Legal Services Council

Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026 [NSW]

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## **Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026**

under the

Legal Profession Uniform Law

### **1 Name of rule**

This rule is the *Legal Profession Uniform General Amendment (Costs Disclosure) Rule 2026*.

### **2 Commencement**

This rule commences on 1 July 2027.

## **Schedule 1      Amendment of Legal Profession Uniform General Rules 2015**

### **[1]    Rule 71 Commercial or government clients**

Omit “Wales.” from rule 71(b).

Insert instead—

Wales,

- (c) a trustee within the meaning of the *Bankruptcy Act 1966* of the Commonwealth,
- (d) an overseas registered foreign law practice,
- (e) a corporation for which—
  - (i) the majority of shareholders are the Commonwealth or a jurisdiction, or
  - (ii) the majority of shares in the corporation are held beneficially for the Commonwealth or a jurisdiction.

### **[2]    Rule 72**

Omit the rule.

Insert instead—

#### **72    Alternative disclosure for legal costs below higher threshold**

- (1) For the Uniform Law, section 174(5), the higher threshold amount is \$10,000, excluding GST and disbursements.

**Note—** The Uniform Law, section 174 provides for Uniform Rules prescribing the amount of the lower threshold. The Uniform Law, Schedule 4, clause 18 provides that, until relevant Uniform Rules take effect, the lower threshold is \$750, excluding GST and disbursements.

- (2) For the Uniform Law, section 174(5), the prescribed uniform standard disclosure form is the form published in the Gazette on [a date before the making of this rule].

### **[3]    Schedule 1 Forms**

Omit the schedule.

## **Annexure B: Updated Cost Disclosure and Cost Amendment forms**

# SOLICITOR STANDARD COSTS DISCLOSURE FORM

Legal Profession Uniform Law s 174(5)

When filled out by your legal practitioner, this form gives you information about your legal services and costs. Your legal practitioner can use this form when the estimated legal costs in your matter are not likely to exceed \$10,000 (excluding disbursements and GST).

## YOUR MATTER

Why you have come to us:

The work we will do for you (scope of work):

In preparing the estimate below, we have assumed that:

We will not:

## CLIENT DETAILS

Your name:

Your best contact:

## WHO YOU SHOULD CONTACT ABOUT YOUR MATTER

Law practice:

Lawyer:

Best contact:

Date this form was given to you:

## BILLING

Your bill will be:

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You will be billed:

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An information sheet about this form is available at:  
<https://legalservicescouncil.org.au/for-consumers.html>  
You can ask us to give you a copy.

### YOU SHOULD MAKE SURE THAT:

- you have had enough time to read and understand the form
- you understand the work we will do for you, including what we will not do
- you understand the estimate and how it has been calculated, and
- you have asked us about anything you do not understand.

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### YOUR RIGHTS

You have the right to:

- ask us to explain any information in this form
- negotiate costs with us, for example, by talking about possible alternative amounts or the scope of the work that you will be charged for
- a costs agreement with us, which needs to be in writing or supported by written evidence (for example by letters or emails)
- negotiate how you will be billed, for example, how often you will be billed and how detailed your bill will be
- ask us for a written progress report, at no extra cost, that explains the cost of our work for you so far
- receive a bill
- within 30 days of the due date for payment, ask for a lump sum bill to be itemised (broken down)
- be informed about any significant changes to any of the information in this form, including our costs estimate
- seek the assistance of the regulator in your state or territory if you are in a dispute with us about your legal costs and can't resolve it directly with us.

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### ADDITIONAL INFORMATION

**Litigation:** If your matter goes to court and you lose, you may have to pay some or all of the other side's legal costs. Even if you win, you will probably *not* be able to recover all of the legal costs you owe us from the other side. This means you will still need to pay our full costs, and if you cannot recover any costs from the other side at all, you are still responsible for paying our costs. If your matter settles (is resolved through negotiation rather than a court decision), we will explain the legal costs you must pay us, any costs you may be able to recover from the other side, and any costs you may have to pay to the other side.

**Interest:** If you do not pay your bill by the due date, we may charge interest. The interest rate will be **2% higher than the Reserve Bank of Australia's (RBA) cash rate target** on the day we issued the bill. The "cash rate target" means the official interest rate set by the RBA at the time your bill is issued.

You can check the RBA's current cash rate target here: <https://www.rba.gov.au/statistics/cash-rate/>.

If your bill remains unpaid, we may also stop working for you, and retain your documents until you have paid the bill in full.

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### DISPUTING LEGAL COSTS

If you have any concerns about our bill (for example, if you think the amount charged is too high) please talk to the lawyer handling your matter or speak with a different lawyer at our firm. If we cannot resolve your concerns together you may be able to ask the regulator to help. This will depend on the total amount of the bill, or the amount you are disputing.

There are strict time limits. For example, you must make a complaint to the regulator about legal costs within **60 days**, and you must apply for a costs assessment (a formal review of the bill) within **12 months**.

If your bill, or the part you are disputing, is above a certain amount, the regulator may not be able to handle the dispute. In that case, if you still want to challenge the bill, you will need to apply for a **costs assessment** instead.

The regulator in your state or territory can explain whether they can help and provide more information about how the costs assessment process works.

You can contact the regulator in your state or territory using the contact details below:

**New South Wales**  
New South Wales Legal  
Services Commissioner  
T 1800 242 958  
E [olsc@justice.nsw.gov.au](mailto:olsc@justice.nsw.gov.au)  
[www.olsc.nsw.gov.au](http://www.olsc.nsw.gov.au)

**Victoria**  
Victorian Legal  
Services Commissioner  
T 1300 796 344  
E [consumerenquiry@lsbc.vic.gov.au](mailto:consumerenquiry@lsbc.vic.gov.au)  
[www.lsbc.vic.gov.au](http://www.lsbc.vic.gov.au)

**Western Australia**  
Legal Practice Board  
T (08) 6211 3600  
E [enquiries@lpbwa.com](mailto:enquiries@lpbwa.com)  
[www.lpbwa.org.au](http://www.lpbwa.org.au)

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*This form has been issued by the Legal Services Council under s 174(5) of the Legal Profession Uniform Law and the Legal Profession Uniform General Rules 2015.*

# BARRISTER STANDARD COSTS DISCLOSURE FORM

Legal Profession Uniform Law s 174(5)  
(for use by barristers directly engaged by a client)

When filled out by your legal practitioner, this form gives you information about your legal services and costs. Your legal practitioner can use this form when the estimated legal costs in your matter are not likely to exceed \$10,000 (excluding disbursements and GST).

## YOUR MATTER

Why you have come to me:

The work I will do for you (scope of work):

In preparing the estimate below, I have assumed that:

I will not:

## CLIENT DETAILS

Your name:

Your best contact:

## MY CONTACT DETAILS

Name:

Best contact:

Chambers:

Date this form was given to you:

## BILLING

Your bill will be:

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You will be billed:

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An information sheet about this form is available at:  
<https://legalservicescouncil.org.au/for-consumers.html>  
You can ask me to give you a copy.

### YOU SHOULD MAKE SURE THAT:

- you have had enough time to read and understand the form
- you understand the work I will do for you, including what I will not do
- you understand the estimate and how it has been calculated, and
- you have asked me about anything you do not understand.

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### YOUR RIGHTS

You have the right to:

- ask me to explain any information in this form
- negotiate costs with me, for example, by talking about possible alternative amounts or the scope of the work that you will be charged for
- a costs agreement with me, which needs to be in writing or supported by written evidence (for example by letters or emails)
- negotiate how you will be billed, for example, how often you will be billed and how detailed your bill will be
- ask me for a written progress report, at no extra cost, that explains the cost of my work for you so far
- receive a bill
- within 30 days of the due date for payment, ask for a lump sum bill to be itemised (broken down)
- be informed about any significant changes to any of the information in this form, including my costs estimate
- seek the assistance of the regulator in your state or territory if you are in a dispute with me about your legal costs and can't resolve it directly with me.

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### ADDITIONAL INFORMATION

**Litigation:** If your matter goes to court and you lose, you may have to pay some or all of the other side's legal costs. Even if you win, you will probably *not* be able to recover all of the legal costs you owe me from the other side. This means you will still need to pay our full costs, and if you cannot recover any costs from the other side at all, you are still responsible for paying my costs. If your matter settles (is resolved through negotiation rather than a court decision), I will explain the legal costs you must pay me, any costs you may be able to recover from the other side, and any costs you may have to pay to the other side.

**Interest:** If you do not pay your bill by the due date, I may charge interest. The interest rate will be **2% higher than the Reserve Bank of Australia's (RBA) cash rate target** on the day I issued the bill. The "cash rate target" means the official interest rate set by the RBA at the time your bill is issued.

You can check the RBA's current cash rate target here: <https://www.rba.gov.au/statistics/cash-rate/>.

If your bill remains unpaid, I may also stop working for you, and retain your documents until you have paid the bill in full.

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### DISPUTING LEGAL COSTS

If you have any concerns about my bill (for example, if you think the amount charged is too high), please discuss this with me first. If we cannot resolve your concerns together you may be able to ask the regulator to help. This will depend on the total amount of your bill, or the amount you are disputing.

There are strict time limits. For example, you must make a complaint to the regulator about legal costs within **60 days**, and you must apply for a costs assessment (a formal review of the bill) within **12 months**.

If your bill, or the part you are disputing, is above a certain amount, the regulator may not be able to handle the dispute. In that case, if you still want to challenge the bill, you will need to apply for a **costs assessment** instead.

The regulator in your state or territory can explain whether they can help and provide more information about how the costs assessment process works.

You can contact the regulator in your state or territory using the contact details below:

**New South Wales**  
New South Wales Legal  
Services Commissioner  
T 1800 242 958  
E [olsc@justice.nsw.gov.au](mailto:olsc@justice.nsw.gov.au)  
[www.olsc.nsw.gov.au](http://www.olsc.nsw.gov.au)

**Victoria**  
Victorian Legal  
Services Commissioner  
T 1300 796 344  
E [consumerenquiry@lsbc.vic.gov.au](mailto:consumerenquiry@lsbc.vic.gov.au)  
[www.lsbc.vic.gov.au](http://www.lsbc.vic.gov.au)

**Western Australia**  
Legal Practice Board  
T (08) 6211 3600  
E [enquiries@lpbwa.com](mailto:enquiries@lpbwa.com)  
[www.lpbwa.org.au](http://www.lpbwa.org.au)

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*This form has been issued by the Legal Services Council under s 174(5) of the Legal Profession Uniform Law and the Legal Profession Uniform General Rules 2015.*

# SOLICITOR STANDARD COSTS DISCLOSURE FORM – UPDATE TO ESTIMATE OF YOUR COSTS

Legal Profession Uniform Law s 174(5)

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On \_\_\_\_\_ we gave you an estimate of the total costs for your matter of \_\_\_\_\_ including GST and other costs that you need to pay (known as disbursements). A copy of the form which sets out our previous estimate is attached.

The estimate of the total costs for your matter now needs to be updated because:

The updated estimate of your total costs is \_\_\_\_\_

This includes the cost of our work so far plus the estimated cost of the future work we will do for you.

## UPDATED ESTIMATE OF YOUR COSTS

This part sets out the updated estimate of your total costs, including GST and other costs that you need to pay (known as disbursements). It covers the cost of our work so far plus the estimated cost of the future work we will do for you.

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**Date this form was given to you:** \_\_\_\_\_

**An information sheet about this form is available at:**  
<https://legalservicescouncil.org.au/for-consumers.html>  
**You can ask us to give you a copy.**

### YOU SHOULD MAKE SURE THAT:

- you have had enough time to read and understand the form
- you understand why the estimate has changed, and
- you have asked us about anything you do not understand.

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*This form has been issued by the Legal Services Council under s 174(5) of the Legal Profession Uniform Law and the Legal Profession Uniform General Rules 2015.*

# BARRISTER STANDARD COSTS DISCLOSURE FORM – UPDATE TO ESTIMATE OF YOUR COSTS

Legal Profession Uniform Law s 174(5)  
(for use by barristers directly engaged by a client)

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On \_\_\_\_\_ I gave you an estimate of the total costs for your matter of including GST and other costs that you need to pay (known as disbursements). A copy of the form which sets out my previous estimate is attached.

The estimate of the total costs for your matter now needs to be updated because:

The updated estimate of your total costs is

This includes the cost of my work so far plus the estimated cost of the future work I will do for you.

## UPDATED ESTIMATED TOTAL COSTS

This part sets out the updated estimate of your total costs, including GST and other costs that you need to pay (known as disbursements). It covers the cost of my work so far plus the estimated cost of the future work I will do for you.

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**Date this form was given to you:**

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**An information sheet about this form is available at:**  
<https://legalservicescouncil.org.au/for-consumers.html>  
**You can ask us to give you a copy.**

### YOU SHOULD MAKE SURE THAT:

- you have had enough time to read and understand the form
- you understand why the estimate has changed, and
- you have asked me about anything you do not understand.

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*This form has been issued by the Legal Services Council under s 174(5) of the Legal Profession Uniform Law and the Legal Profession Uniform General Rules 2015.*

## **Annexure C: Draft information sheets for legal consumers and practitioners**

# Information sheet for consumers

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## Standard costs disclosure form

The Legal Profession Uniform Law (Uniform Law) standard costs disclosure form is one way a lawyer can give you information about your costs including an estimate of the costs you can expect to pay. This information is to help you make an informed choice about whether to ask the lawyer to work for you.

This information sheet explains what you need to know about the form.

### What information does the costs disclosure form give me?

The form outlines:

- why you have gone to see the lawyer
- the work the lawyer will do for you
- any assumptions the lawyer has made in preparing the estimate, and
- work that the lawyer will not do and is not included in the estimate.

The estimate includes three parts.

The first part is an estimate of the fees the lawyer will charge you for the work that they do.

The second part is an estimate of any other costs. These are known as disbursements and are different from the lawyer's costs. They are additional costs that you will need to pay.

Some examples are court filing fees, stamp duty, property search fees, fees for doctors' or experts' reports. They can also include the fees of another law practice engaged on your behalf. Any fees for a barrister will be set out separately on the form.

The third part is an estimate of the GST (goods and services tax) which must be paid.

### How will my legal fees be calculated?

Lawyers usually charge:

- an hourly rate for the time they spend on your matter

(known as time-based costing), or

- in accordance with a scale of legal costs that sets out the fees they can charge, or
- a fixed fee for the work you agree they will do.

You should talk to your lawyer about how they charge, and confirm with your lawyer what work you will be charged for, including the cost of your first meeting.

In Western Australia, the lawyer must tell you if a determination applies to the work that they will do for you. The lawyer does not always have to use the determination to calculate their fees, and the fees may be higher where the determination is not used.

### What is time-based costing?

In a time-based costing matter, a lawyer charges for their work based on the time it takes them to do the work. The form will set out the hourly rates and how time is calculated. It is common for lawyers to charge by units of time (often 6 minute units), rather than by the minute. Where the lawyer is charging by units of time, the time will be rounded up to the nearest unit.

For example, if a lawyer charges \$420 per hour and charges in units of 6 minutes, each unit is charged at \$42. If a task takes 4 minutes it will be rounded up to 6 minutes and you will be charged 1 unit or \$42. If a task takes 21 minutes it will be rounded up to 24 minutes and you will be charged 4 units or \$168.

An estimate for a time-based costing matter is not a fixed fee or a quote. It is the amount that your lawyer estimates the matter will cost, but the actual fees will depend on how long it takes the lawyer to do the work.

The estimated costs may be set out as a single figure or a range, for example:

- a single figure estimate of \$5,000, or
- a range of \$2,000-\$7,000.

If a range is used, it should be realistic and based on your lawyer's experience of the likely costs. For example, a range

## Standard costs disclosure form

of \$1,000-\$10,000 would not be realistic.

### What is a scale of legal costs or determination?

A scale of legal costs sets out the fees that the lawyer will charge. These are sometimes referred to as determinations. Depending on the type of matter, the scale of legal costs may set out the hourly rate the lawyer can charge, or it may set out an amount that the lawyer can charge for each task they do for you.

### What is a fixed fee?

In a fixed fee matter, a lawyer charges a set fee for the work they have agreed to do. The lawyer can only charge a higher fee for that work if you agree to that higher fee. The fixed fee does not usually include other costs (disbursements), which will be charged on top of the fixed fee. The fixed fee will only apply to work that is within the agreed scope.

### How will I know the cost of a barrister or other law practice engaged on my behalf?

The form will include the costs of a barrister or other law practice engaged on your behalf. If the cost of a barrister is unknown at the beginning of your matter, the lawyer must provide the cost estimate of the barrister as soon as practicable.

### How will I be billed for my legal costs?

The form sets out when you can expect to receive bills from your lawyer. For example, bills might be sent weekly, monthly or at the end of your matter.

The form also includes information about interest that can be charged if you don't pay a bill by the due date.

### Can I request an itemised bill?

Your bill may come in the form of a lump sum (or summary) bill or it may be itemised. A lump sum bill lists the work done with the total amount of legal costs but does not give a charge per item. An itemised bill generally lists each item of work and the cost for each item.

You can ask for a lump sum bill to be itemised. You must ask for this within 30 days of the due date to pay the bill and it must be provided within 21 days of your request.

You must not be charged for the preparation of an itemised bill. However, if you request an itemised bill after being given a lump sum bill, your itemised bill may be higher than your lump sum bill.

If the itemised bill is higher, the lawyer can only take action against you to pay the higher amount if:

- the lump sum bill included a written notice that an itemised bill could be higher, and
- there is a determination that you have to pay the higher cost by the regulator or a costs assessment.

### How can I make an informed choice?

Before you accept the estimate, you should make sure you:

- have had enough time to read and understand the form
- understand what the lawyer will do for you, including what they will not do
- understand the estimate of your costs and how this is calculated, and
- ask your lawyer any questions you have about the form or for further information if you do not understand something in the form.

You should consider the costs as well as other factors such as the lawyer's experience and whether you can work with them. You may also need to consider other factors relevant to your matter, such as the risks involved.

### Can my estimated costs change?

Yes, your estimated costs can change over time. This may be because new information comes to light, something changes which makes your matter more difficult or your matter reaches a point that was not included in the original estimate. If you have a fixed fee arrangement, the fixed fee for the agreed work can only be changed with your agreement.

Your lawyer must tell you if there is a significant change to your estimated costs and may use a standard costs disclosure update form to give you this information.

If the updated estimate is more than \$10,000 (excluding GST and disbursements), you must be given full disclosure of costs in writing which may look different to the form.

### Will I need to pay the other party's costs?

If the work involves court action, you could also be liable to pay some or all of the other party's costs if your case is unsuccessful. Even if you are successful, it is unlikely you will be able to recover all of your lawyer's costs from the other party, but you will still have to pay your lawyer's costs.

## Standard costs disclosure form

If you are unable to recover any costs from the other party, you will still have to pay your lawyer's costs.

If your lawyer negotiates a settlement of your matter, they will give you details of your costs, of costs which you may recover from another party, and costs which you may be liable to pay to another party.

### How should I work with my lawyer?

You should ask your lawyer about how you can work with them. Some of the things you can do to reduce costs are:

- Write down a summary of your legal problem, including information that might help your lawyer, before you meet with your lawyer.
- Make copies of any documents that are relevant to your legal problem to give to your lawyer.
- Come prepared with documents and information when you meet with your lawyer.
- Provide any documents in an organised manner.
- Write down any questions you have for your lawyer and anything your lawyer tells you.
- Give your lawyer complete and correct information when they ask for it.
- Remember that if your lawyer is charging an hourly rate, there will be a charge for every telephone call or email.

The form gives you the details for the best contact at your lawyer's office. This is the person you should speak with first if you have any concerns.

### What are my rights as a consumer?

You have certain rights in relation to costs, billing for legal services and complaints. You can:

- **Ask for the form to be explained:** You are entitled to have the information on the form explained to you.
- **Negotiate a costs agreement:** A costs agreement can be enforced like a contract.
- **Negotiate how you want to be billed:** This might be every month or when specific tasks have been completed or in some other way.
- **Request a written progress report on the costs of the matter to date:** You are entitled to progress reports within a reasonable time and at no extra charge.

- **Receive a written bill for work done:** You must receive a written bill for the work done. You can be given the bill in person, by post or by email.
- **Request an itemised bill:** You can ask for a lump sum bill to be itemised within 30 days of the bill being payable.
- **Ask for help from the regulator in your state or territory:** Talk to your lawyer first if you are not happy about your bill. You can also ask for help from the regulator in your state or territory. Time limits apply (for example, there is a 60 day time limit to make a complaint about legal costs and a 12 month time limit to make an application for costs assessment). You can contact the regulator using the contact details below.

In New South Wales:  
New South Wales Legal Services Commissioner  
T: 1800 242 958 (toll free)  
E: [olsc@justice.nsw.gov.au](mailto:olsc@justice.nsw.gov.au)  
W: [www.olsc.nsw.gov.au](http://www.olsc.nsw.gov.au)

In Victoria:  
Victorian Legal Services Commissioner  
T: 1300 796 344 (toll free)  
E: [consumerenquiry@lsbc.vic.gov.au](mailto:consumerenquiry@lsbc.vic.gov.au)  
W: [www.lsbc.vic.gov.au](http://www.lsbc.vic.gov.au)

In Western Australia:  
Legal Practice Board  
T: (08) 6211 3600  
E: [enquiries@lpbwa.com](mailto:enquiries@lpbwa.com)  
W: [www.lpbwa.org.au](http://www.lpbwa.org.au)

# Information sheet for legal practitioners

XX 2026

## Standard costs disclosure forms

Standard costs disclosure forms may be used to provide costs disclosure where the estimated legal costs are not likely to exceed \$10,000 (excluding disbursements and GST).<sup>1</sup>

This information sheet explains the information to be included if you use the forms.

### Standard costs disclosure forms

The standard costs disclosure forms are prescribed by the Legal Profession Uniform General Rules 2015.<sup>2</sup> There are four standard forms:

- Form 1: Standard costs disclosure form for solicitors.
- Form 2: Standard costs disclosure form for barristers.
- Form 3: Standard costs disclosure form for solicitors to update estimate.
- Form 4: Standard costs disclosure form for barristers to update estimate.

The forms can be found in Schedule 1 to the Legal Profession Uniform General Rules 2015. A user-friendly version of the forms is available on the Legal Services Council website: <https://legalservicescouncil.org.au/for-legal-practitioners.html>

### When the forms can be used

You may use the standard costs disclosure forms to provide costs disclosure if the estimated costs are likely to be no more than \$10,000 (excluding GST and disbursements).<sup>3</sup> This means the standard forms can be used if the estimated fees for the legal work, before adding GST and any disbursements, are \$10,000 or less.

You may also choose to use the forms to provide information to your client if the estimated costs are not likely to be more

than \$10,000 (excluding disbursements and GST) and disclosure is not required.<sup>4</sup>

Under the Uniform Law, full cost disclosure is required for matters that exceed \$10,000 (excluding disbursements and GST).

The forms should not be used to provide costs disclosure in matters involving a conditional costs agreement.

### Description of the matter

Part 4.3 of the Uniform Law deals with legal costs. One of the objectives is “to ensure that clients of law practices are able to make informed choices about their legal options and the costs associated with pursuing those options”.

It is important that both the client and the law practice are clear about why the client has sought advice, the scope of work and the estimated costs. The standard disclosure forms cover each of these areas.

### Why the client has come to you

You should include a summary of the instructions provided by the client. For example:

- You have asked us to prepare a will and power of attorney for you.
- You have asked us to represent you in relation to your guilty plea for drink driving.
- You have asked us for advice and representation at a mediation in relation to the division of your assets following your divorce.
- You have asked us to review and advise you on the purchase of a residential property.
- You have asked us for advice because your builder has

## Standard costs disclosure forms

not completed the work on your kitchen to an acceptable standard and is now demanding full payment for the work.

- For a barrister: You have been charged with possessing two capsules of ecstasy and have asked me to represent you in court.

### The work you will do

You should provide enough detail so that the client can understand the proposed course of action and the scope of the work involved, for example:

- We will prepare a will and power of attorney for you and meet with you to discuss them and any further changes you might have.
- We will advise you in writing of the likely sentence for your guilty plea for drink driving. We will also prepare all necessary court documents and correspond with your character referees for references. We will appear in court at the plea hearing.
- We will advise you in writing on a fair way to divide your assets and attend the mediation with you. We will provide verbal advice at the mediation as required. We will also prepare consent orders at the mediation if an agreement is reached, for you and your former partner to sign, and arrange for them to be filed at court so that the agreement is legally enforceable.
- We will review and advise you on up to three contracts for sale. If you are successful at auction or in your offer to purchase, we will act for you in the settlement process and prepare and lodge documents for the transfer of sale.
- We will review the contract with your builder and other relevant documents and give you written advice on options and suggest a way forward. We will write to the builder's lawyer with a suggested resolution and attend a meeting with the builder's lawyer to try to negotiate a solution.
- For a barrister: I will give you written advice on your charge, and how to prepare for your court date. I will represent you at court.

### Assumptions

You should explain the assumptions you have made when preparing the estimate. For example:

- You have given us all the relevant documents and information.
- You do not have a previous will or power of attorney.
- You have not been charged with or convicted of a drink driving offence previously.
- Your former partner also intends to receive legal advice in relation to this matter and will be represented by a lawyer at the mediation.
- You have pre-approval from the Commonwealth Bank for the purchase of a property up to \$1 million.
- You have given us all of the relevant documents and information. The builder will not start court action. We will not need to get an expert report on the quality of the building work.
- For a barrister: You have given me all of the relevant documents and information. There are no mental health issues which could have an impact on your sentence. You do not have a criminal history.

### Work that is out of scope

It is important to be clear about what work is not being undertaken, or any limits on the scope of work, especially if your client is paying a fixed fee. If the scope of work only relates to a stage of the matter, you should clearly explain the limits of that stage. For example:

- We will not provide advice on or create a family trust for the purposes of the will.
- Unless you ask us and we provide further costs disclosure, we will not act on any appeal if you are unhappy with your sentence.
- We consider that your matter is likely to resolve at mediation and the costs disclosure only includes this stage.

## Standard costs disclosure forms

- We will not review and advise you on more than three contracts for sale without a further costs disclosure.
- We will not start court action against your builder.
- For a barrister: I will not obtain any evidence from an expert or represent you at court for more than one day.

### Single figure and range of costs

Costs can be expressed as a single figure or a range.

If you are estimating costs by giving a range, the range should be realistic and based on your experience of the likely costs. For example, a range of \$1,000 - \$10,000 would not be realistic.

### Time-based costing

#### Estimate of your costs

The estimate of your costs includes the following information:

- Estimate of your fees (excluding GST) expressed as a single figure or a range, for example:
  - Single figure estimate of \$5,000, or
  - A range of \$2,000-\$7,000.
- Barrister's estimated costs (excluding GST). The estimate can be expressed as a single figure or a range. Insert \$0 if a barrister will not be engaged on behalf of the client.
- Estimated disbursements (excluding GST). The estimate can be expressed as a single figure or a range. Insert \$0 if there are no disbursements.
- The estimated total costs (including GST and disbursements) expressed as a single figure or a range. This is the combined total of your estimated fees and estimated disbursements.

Examples of relevant disbursements include company searches, court fees, expert report fees and courier fees.

#### How we calculate your costs

You should include information about the hourly rate(s), cost(s) per unit and the minutes that comprise a unit for all staff who

will work on the matter including GST. For example:

- Solicitor - \$330 per hour / \$33 per 6 minute unit.
- Partner - \$550 per hour / \$55 per 6 minute unit.

You should also note if any internal office expenses will be charged or delete this section if not being charged.

Barristers should include their hourly or daily rate.

### Scales of legal costs or determinations

You should include the name of the scale of legal costs or determination that your fees will be based on, and either insert the link to the scale or determination or attach a copy to the form.

For Western Australia: You must tell your client if a determination applies to work that you will do for them. The form notes that your fees may be higher if you are not using the determination to calculate your fees.

### Fixed fee costing

For fixed fee matters, you need to include the following information:

- The fixed legal fee (excluding GST) expressed as a single figure.
- Barrister's estimated costs (excluding GST). This estimate can be expressed as a single figure or a range. Insert \$0 if a barrister will not be engaged on behalf of the client.
- Estimated disbursements (excluding GST). This estimate can be expressed as a single figure or a range. Insert \$0 if disbursements are included in the fixed legal fee or if there are no disbursements.
- The estimated total costs (including GST and disbursements) expressed as a single figure or a range (only where disbursements have been estimated as a range). This is the combined total of the fixed legal fee and estimated disbursements plus GST.

You should also note if any internal office expenses will be charged. Delete this section if these expenses are included in the fixed fee or are not being charged.

## Standard costs disclosure forms

### Significant changes

You must provide further disclosure to the client if there is a significant change to the estimated cost.<sup>5</sup> This must include sufficient information to allow the client to make an informed decision about the future conduct of the matter.<sup>6</sup> You should set out the reason/s for the change to the estimated cost, which may include changes to the scope of the work.

You can use the standard costs disclosure update forms to update the estimated costs if your fees are still not likely to exceed \$10,000 (excluding disbursements and GST). Full written disclosure is required if the estimated cost of your fees is likely to exceed \$10,000 (excluding disbursements and GST), taking into account the cost so far plus the estimated future costs.

The update forms should attach the original standard costs disclosure form and include the following information:

- Previous estimated total costs which were the combined total of your fees and disbursements.
- The reason why the estimate needs to be updated. For example:
  - You have requested that we advise you on an appeal because you are unhappy with your sentence and the initial costs disclosure did not include this advice.
  - You were unable to reach an agreement about how to divide your assets at mediation and would now like to start court action.
  - We estimated our fees up to and including negotiation with your builder. The dispute with your builder did not resolve through negotiation and in our professional opinion will not resolve through further negotiation attempts. You have told us you would like to consider all your options including court action and have asked for further written advice on your options.
- For a barrister: I estimated my fees up to and including a one day court hearing for you to enter a guilty plea and be sentenced. You have now told me that you would like to plead not guilty. You have asked for further written advice on your chances and representation at court to enter your plea of not guilty and at your court hearing. In my professional opinion this will involve two court days

instead of one and further work such as meeting with and obtaining statements from witnesses.

- Updated estimated total costs which are the combined total of your fees and disbursements. This includes the cost of the work so far as well as the estimated future costs.
- For time-based costing and scales of legal costs or determination matters, a breakdown of:
  - Your updated estimated fees (excluding GST) expressed as a single figure or a range.
  - Barrister's estimated costs (excluding GST) expressed as a single figure or a range.
  - Updated estimated disbursements (excluding GST) expressed as a single figure or a range.
  - The updated estimated total costs (including GST and disbursements) expressed as a single figure or a range. This is the combined total of your estimated fees and estimated disbursements plus GST.
- For fixed fee costing matters, a breakdown of:
  - Your updated fixed fee (excluding GST) expressed as a single figure.
  - Barrister's estimated costs (excluding GST) expressed as a single figure or a range.
  - Updated estimated disbursements (excluding GST) expressed as a single figure or a range.
  - The updated estimated total costs (including GST and disbursements) expressed as a single figure or a range (only where disbursements have been estimated as a range). This is the combined total of your fixed legal fee and estimated disbursements plus GST.

If the change means that your fees are likely to exceed \$10,000 (excluding GST and disbursements), you must provide full written disclosure to the client.<sup>7</sup>

# Standard costs disclosure forms

## Information sheet for clients

You should give your client the standard costs disclosure forms information sheet for consumers, which explains the forms and the rights a client has in relation to costs disclosure and billing. The information sheet is available at:

<https://legalservicescouncil.org.au/for-legal-practitioners.html>.

## Costs disclosure records

You should keep a copy of any written disclosure provided to a client or associated third party payer as a record of compliance with costs disclosure obligations and to avoid later disputes.

## Tips for completing the forms

Use plain language wherever possible when completing the form.

The cost disclosure forms have guidance on the left sidebar. Once the form has been filled out, you may choose to hide the guidance in the sidebar. This can be actioned by pressing the "Final > hide all guides" button on page 2 of the form.

If you would like to restore the sidebar guidance after it has been hidden, click on the bottom left corner on page 2 of the form.

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<sup>1</sup> Uniform Law, s 174(5).

<sup>2</sup> Uniform Law, s 174(5).

<sup>3</sup> Uniform Law, s 174(5).

<sup>4</sup> Uniform Law, s 174(4).

<sup>5</sup> Uniform Law, s 174(1)(b) and (6).

<sup>6</sup> Uniform Law, s 174(2)(b).

<sup>7</sup> Uniform Law, ss 174(6) and 174(8).