Schedule 1 Form 2 Standard costs disclosure form for clients – barristers being briefed directly by a client

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| The standard costs disclosure Form 2 can be used when your professional fee is not likely to be more than $3000 (before adding GST and disbursements). | |
|  | Date provided to client: |

Barrister details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | Phone: |  |
| Address: |  | | | Mobile (Optional): |  |
| Email (Optional): |  |
| State/Territory: |  | Postcode: |  |

Client details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | Phone: |  |
| Address: |  | | | Mobile (Optional): |  |
| Email (Optional): |  |
| State/Territory: |  | Postcode: |  |

What I will do for you

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| --- |
| Examples: - Advice and representation to defend drink driving charge Anytown Magistrates Court **\*Click and delete instruction to complete electronically or print\*** |

How much I estimate you will need to pay

|  |  |  |
| --- | --- | --- |
|  |  | The basis for calculating costs |
| Estimated total cost of my legal services (excl. GST): | $ | **Choose from menu** ▼  $  Further Details: *Example fixed rate Court appearance $1500* ***\*Click and delete instruction to complete electronically or print\**** |
|  |  |
| Estimated amount for disbursements (excl. GST): | $ |
| Itemised disbursements (Optional) **\*Click and delete instruction to complete electronically or print\*** |  |
|  |  |
| GST: | $ |
| Estimated full amount you will need to pay (incl. GST): | $ |
| You may also need to pay other costs such as court fees. |  |  |
| **This is an estimate only.** I will inform you if anything happens that significantly changes this estimate. If my professional fee is likely to be more than $3000 (before GST and disbursements are added) I will provide you with a full disclosure of costs in writing. | | |
| Your rights include to:  ►Ask for an explanation of this form ►Negotiate a costs agreement ► Negotiate the billing method (e.g. timing or task) ►Request a written progress report of costs incurred ► Receive a written bill for work done ► Request an itemised bill  ►Contact your local regulatory authority. An [Information Sheet](https://legalservicescouncil.org.au/content/dam/dcj/legal-services-council/documents/Information_sheet_for_consumers_Costs_disclosure_form_July_2022.pdf) explains this form | | |