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

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| --- | --- | --- | --- |
| 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

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| --- | --- | --- |
|  |  | 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 |