

SHORT TITLE	CASE NUMBER:
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MEMORANDUM OF COSTS (WORKSHEET)

1. Filing and motion fees

Paper filed

Filing fee

- | | | | |
|----|--|----|--|
| a. | | \$ | |
| b. | | \$ | |
| c. | | \$ | |
| d. | | \$ | |
| e. | | \$ | |
| f. | | \$ | |

- g. ☐ Information about additional filing and motion fees is contained in Attachment 1g.

TOTAL 1. \$

2. Jury fees

Date

Fee & mileage

- | | | | |
|----|--|----|--|
| a. | | \$ | |
| b. | | \$ | |
| c. | | \$ | |
| d. | | \$ | |

- e. ☐ Information about additional jury fees is contained in Attachment 2e.

TOTAL 2. \$

3. Juror food: \$ _____ and lodging: \$ _____

TOTAL 3. \$

4. Deposition costs

- | | <u>Name of deponent</u> | <u>Taking</u> | <u>Transcribing</u> | <u>Travel</u> | <u>Videotaping</u> | <u>Subtotals</u> |
|----|-------------------------|---------------|---------------------|---------------|--------------------|------------------|
| a. | | \$ | \$ | \$ | \$ | \$ |
| b. | | \$ | \$ | \$ | \$ | \$ |
| c. | | \$ | \$ | \$ | \$ | \$ |
| d. | | \$ | \$ | \$ | \$ | \$ |

- e. ☐ Information about additional deposition costs is contained in Attachment 4e.

TOTAL 4. \$

(Continued on reverse)

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5. Service of process

	<u>Name of person served</u>	<u>Public officer</u>	<u>Registered process</u>	<u>Publication</u>	<u>Other (specify)</u>
a.	_____	\$ _____	\$ _____	\$ _____	\$ _____
b.	_____	\$ _____	\$ _____	\$ _____	\$ _____
c.	_____	\$ _____	\$ _____	\$ _____	\$ _____
d.	<input type="checkbox"/> Information about additional costs for service of process is contained in Attachment 5d.				

TOTAL 5. \$ **6. Attachment expenses (specify):**6. \$ **7. Surety bond premiums (itemize bonds and amounts):**7. \$ **8. a. Ordinary witness fees**

	<u>Name of witness</u>	<u>Daily fee</u>	<u>Mileage</u>	<u>Total</u>
(1)	_____	days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 100px;" type="text"/>
(2)	_____	days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 100px;" type="text"/>
(3)	_____	days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 100px;" type="text"/>
(4)	_____	days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 100px;" type="text"/>
(5)	_____	days at _____ \$/day	_____ miles at _____ ¢/mile:	\$ <input style="width: 100px;" type="text"/>

(6) ☐ Information about additional ordinary witness fees is contained in Attachment 8a(6).SUBTOTAL 8a. \$

(Continued on next page)

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8. b. **Expert fees** (per Code of Civil Procedure section 998)

Name of witness	Fee	
(1) _____	_____ hours at \$ _____ /hr	\$ _____
(2) _____	_____ hours at \$ _____ /hr	\$ _____
(3) _____	_____ hours at \$ _____ /hr	\$ _____
(4) _____	_____ hours at \$ _____ /hr	\$ _____
(5) <input type="checkbox"/> Information about additional expert fees is contained in Attachment 8b(5).		

SUBTOTAL 8b. \$ _____

c. **Court-ordered expert fees**

Name of witness	Fee	
(1) _____	_____ hours at \$ _____ /hr	\$ _____
(2) _____	_____ hours at \$ _____ /hr	\$ _____
(3) <input type="checkbox"/> Information about additional court-ordered expert fees is contained in Attachment 8c(3).		

SUBTOTAL 8c. \$ _____

TOTAL (8a, 8b, & 8c) 8. \$ _____

9. **Court-ordered transcripts** (specify):

9. \$ _____

10. **Attorney fees** (enter here if contractual or statutory fees are fixed without necessity of a court determination; otherwise a noticed motion is required):

10. \$ _____

11. **Models, enlargements, and photocopies of exhibits** (specify):

11. \$ _____

12. **Court reporter fees** (as established by statute)

- a. (Name of reporter): _____ Fees: \$ _____
- b. (Name of reporter): _____ Fees: \$ _____
- c. ☐ Information about additional court-reporter fees is contained in Attachment 12c.

TOTAL 12. \$ _____

13. **Interpreter fees**

- a. Fees of a certified or registered interpreter for the deposition of a party or witness
 (Name of interpreter): _____ Fees: \$ _____
 (Name of interpreter): _____ Fees: \$ _____
- b. Fees for a qualified court interpreter authorized by the court for an indigent person represented by a qualified legal services project or a pro bono attorney
 (Name of interpreter): _____ Fees: \$ _____
 (Name of interpreter): _____ Fees: \$ _____
- c. ☐ Information about additional court-reporter fees is contained in Attachment 13c.

TOTAL 13. \$ _____

14. **Fees for electronic filing or service of documents through an electronic filing service provider** (enter here if required or ordered by the court):

14. \$ _____

15. **Fees for hosting electronic documents through an electronic filing service provider** (enter here if required or ordered by the court):

15. \$ _____

16. **Other** (specify): _____

16. \$ _____

TOTAL COSTS	\$ _____
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(Additional information may be supplied on the reverse)

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