

SHORT TITLE: _____	CASE NUMBER: _____
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MEMORANDUM OF COSTS (WORKSHEET)**1. Filing and motion fees**

	<u>Paper filed</u>		<u>Filing fee</u>
a.	_____	\$	_____
b.	_____	\$	_____
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

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

TOTAL 1. \$

2. Jury fees

	<u>Date</u>		<u>Fee & mileage</u>
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>Video-taping</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	\$ _____
(2)	_____	_____	days at _____ \$/day	_____	miles at _____ ¢/mile	\$ _____
(3)	_____	_____	days at _____ \$/day	_____	miles at _____ ¢/mile	\$ _____
(4)	_____	_____	days at _____ \$/day	_____	miles at _____ ¢/mile	\$ _____
(5)	_____	_____	days at _____ \$/day	_____	miles at _____ ¢/mile	\$ _____

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

SUBTOTAL 8a.

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MEMORANDUM OF COSTS (WORKSHEET) (Continued)

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

	<u>Name of witness</u>		<u>Fee</u>		
(1)	_____	_____	hours at \$ _____ /hr	...	\$ _____
(2)	_____	_____	hours at \$ _____ /hr	...	\$ _____
(3)	_____	_____	hours at \$ _____ /hr	...	\$ _____
(4)	_____	_____	hours at \$ _____ /hr	...	\$ _____

(5) Information about additional expert witness fees is contained in Attachment 8b(5).

SUBTOTAL 8b. \$

c. Court-ordered expert fees

	<u>Name of witness</u>		<u>Fee</u>		
(1)	_____	_____	hours at \$ _____ /hr	...	\$ _____
(2)	_____	_____	hours at \$ _____ /hr	...	\$ _____

(3) Information about additional court-ordered expert witness 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, blowups, 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. **Other** (specify): 13. \$

TOTAL COSTS	\$ _____
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