

**IN THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
PROBATE DIVISION**

\_\_\_\_\_ vs \_\_\_\_\_

File Number \_\_\_\_\_

Judgment having been entered in the above entitled action on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, against \_\_\_\_\_ the clerk is requested to tax the following as costs:

**BILL OF COSTS**

Fees of the clerk \$ \_\_\_\_\_

Fees of the marshal \_\_\_\_\_

Fees of the court reporter for all or any part of the transcript necessarily obtained for use in the case \_\_\_\_\_

Fees for witnesses (itemized on attached page) \_\_\_\_\_

Fees for exemplification and copies of papers necessarily obtained for use in copies \_\_\_\_\_

Costs incident to taking deposition \_\_\_\_\_

Costs as shown on Mandate of Court of appeals \_\_\_\_\_

Other costs (please itemize). Serve trial witness subpoena \_\_\_\_\_

Total \$ \_\_\_\_\_

I, \_\_\_\_\_ do hereby swear the above costs are correct and were necessarily incurred in this action and that the service for which fees have been charged were actually and necessarily performed. A copy hereof was this day mailed to \_\_\_\_\_.

Please take notice that I will appear before the Clerk who will tax said cost on \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_

Attorney for \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public

Costs are hereby taxed in the amount of \$ \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, and that amount is included in the judgment.

By \_\_\_\_\_  
(Judge) (Deputy Clerk)

### Witness Fees

Name and Residence	Attendance		Subsistence		Mileage		Total Cost Each Witness
	<i>Days</i>	Total Cost	<i>Days</i>	Total Cost	Miles	Total Cost	
<b>TOTAL</b>							

### NOTICE

Verification of bill of costs.

Before any bill of costs is taxed, the party claiming any item of cost or disbursement shall attach thereto an affidavit, made by himself or by his duly authorized attorney or agent having knowledge of the facts, that such item is correct and has been necessarily incurred in the case and that the services for which fees have been charged were actually and necessarily performed. A bill of costs shall be filed in the case and upon allowance, included in the judgment or decree.

**Superior Court of the District of Columbia Rules of Civil Procedure contain the following provisions**

Rule 54 (d)—"Except when express provision therefor is made either in a statute of the United States or in these rules, costs shall be allowed as of course to the prevailing party unless the court otherwise directs; but cost against the United States, its officers, and agencies shall be imposed only to the extent permitted by law. Costs may be taxed by the clerk on one day's notice. On motion served within 5 days thereafter, the action of the clerk may be reviewed by the court."

**Rule 6 (e)**—"Whenever a party has the right or is required to do some act or take some proceedings within a prescribed period after the service of a notice or other paper upon him and the notice or paper is served upon him by mail, 3 days shall be added to the prescribed period."

**Rule 58 (In Part)**—"The entry of the judgment shall not be delayed for the taxing of costs."

See also: Rules 24-I, 36(a), 41(d), 43(f), 54-I(b), 54-II, 62-I, 70, 71 A(1), 77-II(b), and appropriate rules of the District of Columbia Court of Appeals.