

## INSTRUCTIONS

### Bill of Costs

Use this form to bill reimbursable costs for the table or compilation of designated materials ([Fed. Cir. R. 30 \(b\)](#)), briefs ([Rule 28](#)), appendices ([Rule 30](#)), and other items allowed or permitted.

Counsel should read [Rule 39](#) before filing a bill of costs. Counsel are urged to agree upon the costs to be taxed. Costs must be claimed using this form. The total billed for each item must be limited to the lesser of actual or allowable costs. The additional costs of confidential briefs and appendices should be incorporated in the quantity billed, e.g., a 50-page brief that has 15 confidential pages will allow 65 original pages to be billed. Counsel must calculate and enter the total billed for each item and the grand total billed. Items on the form which do not apply should be marked N.A. The clerk will determine the total taxed for each item and the grand total taxed. Absent objection, costs will be taxed as billed.

The following items pertain to the letters appearing on the Bill of Costs form reprinted on the reverse side of these instructions:

- (A) Insert docket number or numbers.
- (B) Insert authorized abbreviated caption.
- (C) Insert party to be taxed, e.g., ABC Inc., Plaintiff-Appellant.
- (D) Docketing fees paid in a District Court, Court of International Trade or Court of Federal Claims must be claimed in those courts.
- (E) Insert number of pages of original material in the master version. Do not bill as an original any page that is itself a photocopy of another document not created for this appeal.
- (F) Attach copy of invoice or state in-house costs.
- (G) Insert number of copies billable. See [Rule 39](#).
- (H) Insert number of photocopied pages in each copy.
- (I) Any item not enumerated on the form but which has been filed at the request or with the leave of the court may be billed.
- (J) If costs have been agreed upon by the parties, insert “Stipulated Costs” and enter the total and grand total billed, and disregard all other items on the form.
- (K) Insert name of attorney verifying costs.
- (L) Insert name of party claiming costs, e.g., XYZ Co., Defendant-Appellant.