

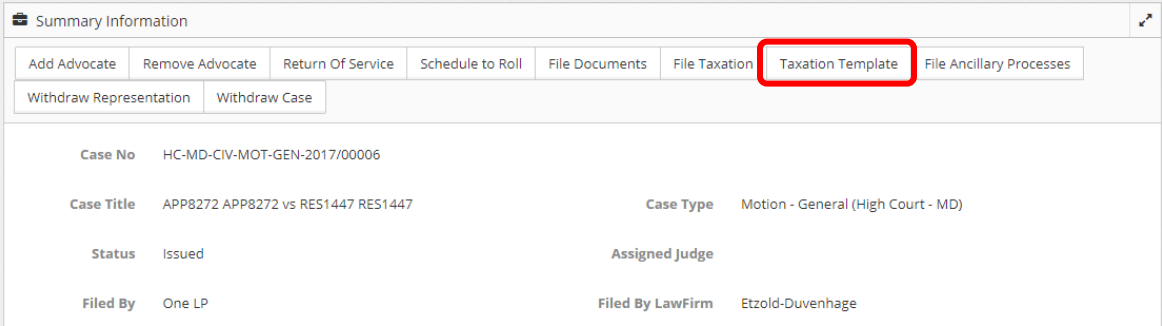
# Taxation Template Guide

Please follow the steps below. Kindly note that any violations will result in errors in eJustice application.

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## Step 1: Download Taxation Template

- 1. Go to My Cases / All Cases
- 2. Click on **Taxation Template**



- 3. Remove Pop-up Blocker [If any]

## Step 2: Fill in Taxation Template [Section A]

<b>Case No:</b>	HC-MD-CIV-MOT-GEN-2017/00006	<b>Claim Party:</b>		<b>Section A</b>					
<b>LP Name:</b>	One LP	<b>Payable Party:</b>							
<b>Attendance to Taxation:</b>	One LP	<b>Scale:</b>	Attorney and Client						
<b>Date of Taxation</b>	11/Dec/2017								
<Claim Party Role> Bill of Costs In Respect of Fees and Disbursements Payable by <Payable Party Role> on an Attorney and Client Scale									
<b>Entered by Legal Practitioner</b>			<b>Entered by Taxing Officer</b>						
Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	Taxed Off (Disbursements)	Reason
1	11/Dec/2017	Hello		NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
<b>Total</b>				NAD 0.00	NAD 0.00		NAD 0.00	NAD 0.00	
<b>Note:</b>	Fill up cells in that are in <b>RED</b>								
<b>Empty Cells:</b>	0								

- By default, the following **updateable** fields will be populated. Please update accordingly.
  - Case No
  - LP Name
  - Attendance to Taxation
  - Date of Taxation
  - Scale: Attorney and Client
  
- Update the following **updatable** fields
  - Claim Party
  - Payable Party
  - Scale [One of the following]
    - Attorney and Client
    - Party and Party
    - Attorney Own Client
  
- Please **DO NOT**
  - Add additional rows and columns to Section A
  - Change the date format for **Date of Taxation**, and leave as blank

- Edit and remove any other fields [Except the **updateable** fields stated above]

### Step 3: Fill in Taxation Template [Section B]

Case No:		HC-MD-CIV-MOT-GEN-2017/00006		Claim Party:					
LP Name:		One LP		Payable Party:					
Attendance to Taxation:		One LP		Scale:	Attorney and Client				
Date of Taxation		11/Dec/2017							
<Claim Party Role> Bill of Costs In Respect of Fees and Disbursements Payable by <Payable Party Role> on an Attorney and Client Scale									
Entered by Legal Practitioner					Entered by Taxing Officer				
Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	Taxed Off (Disbursements)	Reason
1	11/Dec/2017	Hello		NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
Total				NAD 0.00	NAD 0.00		NAD 0.00	NAD 0.00	
Note:	Fill up cells in that are in RED								
Empty Cells:	0								

**Section B**

#### A) Insert Taxation Items

- Insert [X] rows at the **Total Row** as shown below. [X] is the additional no. of items in your Taxation list.

Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	(Disbu
1	11/Dec/2017	Hello		NAD 0.00	NAD 0.00	No	NAD 0.00	NA
<b>Total</b>				NAD 0.00	NAD 0.00		NAD 0.00	NA
<b>Note:</b>		Fill up cells in that are in RED						
<b>Empty Cells:</b>		0						

- Please insert [X] rows at **Total Row** to append more taxation items (as shown below). [X] is the additional no. of items in your Taxation list.

Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	(Disbu
1	11/Dec/2017	Hello		NAD 0.00	NAD 0.00	No	NAD 0.00	NA
2	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NA
3	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NA
4	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NA
5	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NA
<b>Total</b>				NAD 0.00	NAD 0.00		NAD 0.00	NA
<b>Note:</b>		Fill up cells in that are in RED						
<b>Empty Cells:</b>		4						

## B) Update Taxation Fields

Entered by Legal Practitioner					Entered by Taxing Officer				
Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	Taxed Off (Disbursements)	Reason
1	11/Dec/2017	Hello		NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
2	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
3	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
4	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
5	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
6	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
7	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
8	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
9	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
10	11/Dec/2017			NAD 0.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
Total				NAD 0.00	NAD 0.00		NAD 0.00	NAD 0.00	
<b>Note:</b>		Fill up cells in that are in <b>RED</b>							
<b>Empty Cells:</b>		9							

- Update the taxation fields in the excel sheet.
- Please do **NOT** leave any fields **empty**.
- Please do **NOT** change the format of any fields.
  - Date format of the Activity Date
  - Currency format of Fees and Disbursements
- For each Taxation item, both **Fees and Disbursements** value cannot be NAD 0.00. It **MUST** be > **NAD 0.00** as shown below.

### Incorrect

Entered by Legal Practitioner				
Item Number	Activity Date	Item	Folio	Disbursements
1	01/Dec/2017	Item 1		NAD 0.00

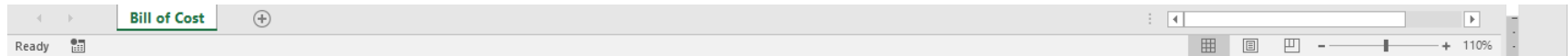
### Correct

Entered by Legal Practitioner				
Item Number	Activity Date	Item	Folio	Disbursements
1	01/Dec/2017	Item 1		NAD 600.00

- Please do **NOT** insert and remove any columns in **Section B**.
- Please do **NOT** edit (e.g. formulae) or/and remove the following rows.

20	Total			NAD 3,582.00	NAD 135.00		NAD 0.00	NAD 0.00
21	Note:	Fill up cells in that are in RED						
22	Empty Cells:	0						
23								

- Please do **NOT** edit the name of the Sheet (**Bill of Cost**).



# Sample Taxation Template

A sample of the Taxation Template is shown below.

<b>Case No:</b>	HC-MD-CIV-MOT-GEN-2017/00006	<b>Claim Party:</b>	First and Second Respondents						
<b>LP Name:</b>	One LP	<b>Payable Party:</b>	Applicant						
<b>Attendance to Taxation:</b>	One LP	<b>Scale:</b>	Party and Party						
<b>Date of Taxation</b>	11/Dec/2017								
First and Second Respondents Bill of Costs In Respect of Fees and Disbursements Payable by Applicant on a Party and Party Scale									
Entered by Legal Practitioner					Entered by Taxing Officer				
Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	Taxed Off (Disbursements)	Reason
1	01/Dec/2017	Item 1		NAD 600.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
2	02/Dec/2017	Item 2		NAD 231.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
3	03/Dec/2017	Item 3		NAD 123.00	NAD 10.00	No	NAD 0.00	NAD 0.00	
4	04/Dec/2017	Item 4		NAD 123.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
5	05/Dec/2017	Item 5		NAD 456.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
6	06/Dec/2017	Item 6		NAD 123.00	NAD 100.00	No	NAD 0.00	NAD 0.00	
7	07/Dec/2017	Item 7		NAD 56.00	NAD 25.00	No	NAD 0.00	NAD 0.00	
8	08/Dec/2017	Item 8		NAD 324.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
9	09/Dec/2017	Item 9		NAD 234.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
10	10/Dec/2017	Item 10		NAD 1,312.00	NAD 0.00	No	NAD 0.00	NAD 0.00	
<b>Total</b>				NAD 3,582.00	NAD 135.00		NAD 0.00	NAD 0.00	
<b>Note:</b>	Fill up cells in that are in <b>RED</b>								
<b>Empty Cells:</b>	0								