

**TAXATION OF COSTS
DRAFT TABLE**

	<i>Category</i>	<i>Steering Committee's comments and suggested approach</i>
Document Preparation		
1.	Gathering and Collecting Documents (this includes both electronic and paper documents always with a firm understanding on chain of custody issues)	Items 1, 2, 29 and 30 are currently part of the discovery process and would be claimed on an attendance basis (\$200/hour) in so far as it involved conferences, and at the perusal rate (\$3.40/100 words or at a rate in the discretion of the Taxing Master) for reading and considering the documents.
2.	Initial Review of Documents (this includes both paper and electronic documents – using keyword searching and culling techniques)	
3.	Document preparation	Items 3, 4 and 5 should have a per document rate attributed to it under the heading “Document Preparation”
4.	Delineation of document	
5.	Identification of Host/Attachment relationship	
Database Creation		
6.	Design and Agree Protocols (including numbering regime)	Note items 6-7, 23-26 and 34-38 should all be assessed in one rate on a per item rate.
7.	Database design and implementation	
Numbering		
8.	Revisit design and agreed numbering regime	Note items 8-14, and 39 should all be assessed in one rate on a per document rate.
9.	Print out labels	
10.	Affix labels to pages or documents	
11.	Quality Assurance of numbering	
Objective Coding		
12.	Revisit design and agreed protocols in accordance with relevant practice note	Note items 8-14, and 39 should all be assessed in one rate on a per document rate.
13.	Population of fields in accordance with protocol	
14.	Quality Assurance of data entry	
Scanning		
15.	Design and agree protocols	Items 15-16, & 22 should be assessed in a “scanning rate” which reflects what is commercially available
16.	Scan and QA images	
Processing electronic files		

17.	Extract Files (for example decompress compressed files, backup tapes etc)	Items 17 – 21 should be a separate item covered under the scanning rate
18.	Automated indexing	
19.	Automated records attachment relationship	
20.	Automated numbering	
21.	Automated deduplication of data	
22.	Conversion of e-files	Items 15-16, & 22 should be assessed in a “scanning rate” which reflects what is commercially available
Database Administration		
23.	Importing data	Note items 6-7, 23-26 and 34-38 should all be assessed in one rate on a per item rate.
24.	Normalising of the data/clean up	
25.	User Management and Access	
26.	Duplicate culling	
Legal Analysis		
27.	Write subjective coding protocols	See item 1 – part of discovery
28.	Subjective coding	
29.	QA of data entry	
30.	Redacting of images	
31.	QA of this process	
Project Management		
32.	Legal Updates	Not generally claimable – part of general loading given to cover skill care and attention
33.	Client Updates	Would generally be allowed on a time basis for conferences, or letter basis
34.	Team Management	Note items 6-7, 23-26 and 34-38 should all be assessed in one rate on a per item rate.
35.	Resourcing	
36.	Reports	
37.	Production (e.g. draft discovery lists and electronic exchange)	
38.	Security issues	
39.	Publish	Per CD rate for 39 and 46. This rate should include the cost of the CD and a reasonable per unit charge for the set up and burning

Witness Statement (Electronic Preparation)		
40.	Tagging documents	This would be included as part of the drawing of the witness statement and general skill loading. Reviewing documents is allowed as part of the discovery perusals.
41.	Reviewing documents	
42.	Engrossing	
Court Book Preparation		
43.	Tagging Documents	Already covered by drawing and engrossing
44.	Reviewing/Culling	
45.	Page numbering	
46.	Publish to: 1. CD 2. Hardcopy	Per CD rate for 39 and 46. This rate should include the cost of the CD and a reasonable per unit charge for the set up and burning
47.	File and Serve	Existing scale covers this item
Hearing Preparation		
48.	In Court facilities	Presently allowed by way of rental charges for equipment – not allowed if law firm’s own equipment used
49.	Court liaison	This would be allowed on a time basis
50.	Graphic representations	To be addressed as it arises – no longer being covered in this document
Hearing		
51.	CourtBook Administration	Time basis if carried out in house at a clerks rate of \$31.00 per quarter hour - allowed if outsourced in accordance with a court order
52.	Transcript: 1. Organise 2. Feed (Realtime) 3. Administration (update and synchronise) 4. Witness List production 5. Exhibit List production 6. Preparation of closing	Covered in third party costs
53.	Cross Examination preparation	This would not be allowed – is part of the skill loading

54.	Remote access	Usually allowed as it is a disbursement
-----	---------------	---

Appeal Preparation		
55.	Tag Documents	Appeal preparation same as Court Book preparation however should additional documents need to be added they should be allowed on the basis of the settled per document rate
56.	Review	
57.	Production of Appeal Book	
58.	Publish <ul style="list-style-type: none"> 1. CD 2. Hardcopy 	
59.	File and Serve	
60.	Repeat the following steps: <ul style="list-style-type: none"> 1. Hearing preparation 2. Hearing 	