

# HARMANS

Experts in legal costs

**Harmans** are a renowned and award winning firm of **Costs Lawyers**, providing a specialist legal costs service tailored to our clients' needs.

With a wealth of experience our Costs Lawyers are instructed by some of the leading law firms and have a proven track record of dealing with some of the largest claims for legal costs in the UK.

In 2016 Harmans were proud to be named **Costs Company of the Year** in the **Doctors Chambers Modern Claims Awards**.

Whatever the forum, we battle to get the best results for our clients. That is why they keep coming back to us and it's how we protect our reputation as one of the **UK's most respected legal costs specialists**.

01992 807935

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## Our Services

In addition to the traditional services that you would expect such as preparation of bills, points of dispute, negotiation, replies, issuing Part 8 proceedings if required and attending detailed assessment, we also provide:

- Costs budgeting - including help with the imminent new electronic Bill of Costs
- Case management
- Preparation of costs statements and estimates
- Preparation of LAA case plans and claim forms
- Free telephone advice for clients on any legal costing matter
- Fees tailored to client requirements
- Regular free training and seminars
- Free courier service to collect and return files
- In-house assistance if required

When we are representing the Receiving Party, in the vast majority of cases our fees are recovered from the Paying Party and our aim is to provide our services at little or no additional cost to our client.

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## New Bill of Costs

### Stop worrying about the new electronic Bill of Costs

The mandatory implementation of the new electronic Bill of Costs may have been put on hold until April 2018 but it still pays to be prepared for its imminent introduction.

Are you ready for Phases, Tasks and Activities? The new Bill of Costs will need to be presented in an Excel format to allow automatic and immediate recalculation of the Bill. In order for this to happen, fee earners will need to change the way they record time 'in a significant change of practice' according to The Law Society. This means recording time in 1 of 15 different Phases, then allocating work done within the Phases to 1 of 41 different Tasks and finally into 1 of 10 Activities. This applies to Disbursements too which will also need to be allocated into Phases and Tasks and then further into 1 of 15 Categories.

Sounds scary? Think you have enough to do already? Well, **we're ready** and have been for some time. We've been working closely with our trusted provider, [CostsMaster](#), to ensure that our software systems are in place and our team are all totally up to date with the new rules. Whether you're still using old time recording systems or paper files and need help with compliancy before the deadline or if you have already started making the time recording changes but need assistance processing the information into the new format, then let us help.

If you would like a chat about the new electronic Bill of Costs please give us a call on **01992 807935**.

#### ESSEX

Suite 114, M25 Business Centre, 121 Brooker Rd,  
Waltham Abbey, Essex EN9 1JH

Tel 01992 807935 DX 54303 Waltham Abbey

#### LONDON

Blackwell House, Guildhall Yard,  
London EC2V 5AE

Tel 0207 556 0999

## Training & Seminars

### Seminars, training, in-house support, costs budget talks

#### Free costs seminars

Harmans offer regular free costs seminars, usually in London, which are nearly always fully booked and which have consistently proven themselves to be very helpful to attendees. We have previously invited guest speakers from a variety of backgrounds. Our last seminar was held at The Law Society in London on 23 November 2016, you can read some of the [testimonials here](#).

#### Free in-house training

Our award winning team also provide free in-house training sessions on any areas where you or your colleagues might need some extra input. For example, time recording or costs recovery are two recent topics we've covered, but we're open to requests! We find that small groups work best to ensure that all attendees get the most from the training session. If you would like to book a training session please email [vikki.knight@harmanscosts.com](mailto:vikki.knight@harmanscosts.com) with your requirements.

#### Costs budget talks

Matthew Harman's costs budget talks are always popular and he is happy to come and talk to groups of all sizes, although we would suggest a minimum of 20 attendees. Matthew has previously spoken at the Westminster Legal Policy Forum Keynote seminar and at the Wilmington Bond Solon Expert Witness Conference as well as at the ACL costs seminar and at several APIL groups. Matthew covers any recent law changes giving helpful practical points and references. If you would be interested in Matthew coming to talk to your team just email [vikki.knight@harmanscosts.com](mailto:vikki.knight@harmanscosts.com).



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