|  |
| --- |
| *Enter Attorney Name & Address Here* |

**UNITED STATES DISTRICT COURT**

DEFENDANT(S).

CASE NUMBER

**CENTRAL DISTRICT OF CALIFORNIA**

|  |  |
| --- | --- |
| *Enter name(s) of plaintiff(s) here.* | *Enter case number here.* |

PLAINTIFF(S),

v.

**APPLICATION TO THE CLERK**

**TO TAX COSTS**

|  |
| --- |
| *Enter name(s) of defendant(s) here.* |

*Complete this form, including the Bill of Costs chart in section 2 and, if claiming witness fees, the Witness Fees chart in section 3. The completed form must then be submitted to the Court in two ways: (1) saved as a PDF document and e-filed (with all necessary attachments) in the case docket using the “Clerk to Tax Costs (CV-59)” event in the Court’s CM/ECF System; and (2) saved as a Word document (.doc or .docx) and submitted by email (without attachments) to* [*Cost\_BillsLA@cacd.uscourts.gov*](mailto:Cost_BillsLA@cacd.uscourts.gov)*. See L.R. 54-3 et seq. and the Bill of Costs Handbook (*[*www.cacd.uscourts.gov/court-procedures/filing-procedures/bill-costs*](http://www.cacd.uscourts.gov/court-procedures/filing-procedures/bill-costs)*) for more information.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s) of party or parties claiming costs: | *Enter name(s) of claiming party(ies) here.* | | |
| Judgment entered on: | *Enter date here.* | Docket #: | *Enter docket # here.* |
| Names of party(ies) against whom judgment was entered: | *Enter name(s) of party(ies) against whom judgment was entered here.* | | |

**DECLARATION UNDER 28 U.S.C. § 1924**

I declare under penalty of perjury that the costs itemized in this CV-59 Form are correct and were necessarily incurred in this action and that the services for which fees have been charged were actually and necessarily performed.

|  |  |  |
| --- | --- | --- |
| Date: *Enter date here.* | Signature: | *Signature* |
|  | Name: | *Enter name here.* |
|  | Attorney of  Record for: | *Enter name of filing party here.* |

|  |
| --- |
| **COURT USE ONLY**  Application GRANTED in whole/part; costs are taxed in the amount of $ *Enter total amount taxed here.*  Application DENIED because:  Not timely filed (L.R. 54-2.1).  Insufficient supporting documentation provided (L.R. 54-2.1).  Filer is not prevailing party (L.R. 54-1).  Date: *Enter date here.* **Brian D. Karth, District Court Executive/Clerk of Court**  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deputy Clerk |

**Case Title:** *Click or tap here to enter text.*; **Case No:** *Click or tap here to enter text.*

**BILL OF COSTS**

***The Clerk does not have discretion to tax any item***

***not identified as taxable in the Local Rules.***

Click in one of the grey boxes in the “Amount Claimed” column, enter the relevant amount, and then use the “tab” key to move to the next field; this will cause the form to adjust the column total at the bottom of the chart.

A list of disallowance codes is provided below the chart.

| **TAB** | | **AMOUNT CLAIMED** | **SUPPORTING DOCUMENTS**  (*Must be itemized below and cross-referenced to attachments.)* | **AMOUNT ALLOWED** | ***~ IF ANY AMOUNT DISALLOWED ~*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AMOUNT** | **CODE\*** | **ADDITIONAL REASONS** |
| ***(Shaded columns for Court use only.)*** | | | |
| **1** | | ***L.R. 54-3.1 Clerk’s Fees*** *(only if in 28 USC § 1914 or* [*www.uscourts.gov/services-forms/fees/district-court-miscellaneous-fee-schedule*](http://www.uscourts.gov/services-forms/fees/district-court-miscellaneous-fee-schedule)*)* | | | | | |
|  |  |  |  |  |  |
| **2** | | ***L.R. 54-3.2 Fees for Service of Process*** | | | | | |
|  |  |  |  |  |  |
| **3** | | ***L.R. 54-3.3 United States Marshal’s Fees*** | | | | | |
|  |  |  |  |  |  |
| **4** | | ***L.R. 54-3.4 Transcripts of Court Proceedings*** *(order or stipulation required and must be attached)* | | | | | |
|  |  |  |  |  |  |
| **5** | | ***L.R. 54-3.5 Depositions*** *(if order or stipulation required by rule, it must be attached)* | | | | | |
|  |  |  |  |  |  |
| **6** | | ***L.R. 54-3.6 Witness Fees*** *(TAXED AT STATUTORY RATE ONLY; complete Witness Fees Chart, below)* | | | | | |
|  |  |  |  |  |  |
| **7** | | ***L.R. 54-3.7 Interpreter’s Fees*** *(document translation costs are not taxable)* | | | | | |
|  |  |  |  |  |  |
| **8** | | ***L.R. 54-3.8 Docket Fees*** *(only as provided by 28 U.S.C. § 1823)* | | | | | |
|  |  |  |  |  |  |
| **9** | | ***L.R. 54-3.9 Court-Appointed Experts, Masters, Commissioners, and Receivers*** *(attach appointment order)* | | | | | |
|  |  |  |  |  |  |
| **10** | **(a)** | ***L.R. 54-3.10 Certification, Exemplification and Reproduction of Documents*** *(if order or stip required, it must be attached)* | | | | | |
| *L.R. 54-3.10(a): “cost of copies of documents necessarily filed and served”* | | | | | |
|  |  |  |  |  |  |
| **(b)** | *L.R. 54-3.10(b): “cost of copies of documents or other materials admitted into evidence”* | | | | | |
|  |  |  |  |  |  |
| **(c)** | *L.R. 54-3.10(c): “Fees for an official certification of proof respecting the non-existence of a document or record”* | | | | | |
|  |  |  |  |  |  |
| **(d)** | *L.R. 54-3.10(d): “Patent Office charges” for necessary “patent file wrappers and prior art patents”* | | | | | |
|  |  |  |  |  |  |
| **(e)** | *L.R. 54-3.10(e): “Notary fees” of taxable documents* | | | | | |
|  |  |  |  |  |  |
| **(f)** | *L.R. 54-3.10(f): “Fees for certification or exemplification of any document or record necessarily obtained for use in the case”* | | | | | |
|  |  |  |  |  |  |
| **(g)** | *L.R. 54-3.10(g): “cost of physically replicating or reproducing material necessarily obtained for use in the case”* | | | | | |
|  |  |  |  |  |  |
| **11** | | ***L.R. 54-3.11 Premiums on Undertakings and Bonds*** | | | | | |
|  |  |  |  |  |  |
| **12** | | ***L.R. 54-3.12 Other Costs*** *(Court order must be attached; only visual aids, models, and photographs taxable under this rule)* | | | | | |
|  |  |  |  |  |  |
| **13** | | ***L.R. 54-3.13 State Court Costs*** *(taxable only if taxable in state court; include citation to applicable state statute or rule)* | | | | | |
|  |  |  |  |  |  |
| **14** | | ***L.R. 54-4 Items Taxable as Costs on Appeal*** *(only items taxable under Fed. R. App. P. 39(e))* | | | | | |
|  |  |  |  |  |  |
| **15** | | ***L.R. 54-5 Items Taxable as Costs on a Bankruptcy Appeal to the District Court*** | | | | | |
|  |  |  |  |  |  |
| **TOTAL** | | $0.00 |  | $0.00 | $0.00 |  |  |

**\*Reason Codes for Disallowance of Claimed Costs:**

“A” – No supporting documents provided.

“B” – Order/Stip required but not provided.

“C” – Documents provided do not support full amount claimed.

“D” – Item does not fall within the scope of the Local Rule.

“E” – Invoice includes both taxable and non-taxable costs, but no breakdown is provided.

“F” – Amount claimed reduced by agreement after meet and confer.

“G” – Other.

**Case Title:** *Click or tap here to enter text.*; **Case No:** *Click or tap here to enter text.*

**WITNESS FEES**

**Witness Fees/Expenses Computation Worksheet: Instructions**

* Attendance fees taxable only at statutory rate. 28 U.S.C. § 1821(b).
* Travel in a privately owned vehicle (“POV”) is computed at federal government rates in the year of travel. Visit [gsa.gov](https://www.gsa.gov/portal/content/100715) for current POV mileage reimbursement rate.
* For mileage claims, distances should be documented (through Google maps or similar); point of trip origin should be documented if different from place of residence.
* Subsistence expenses (including lodging and meals) for overnight stay (if required due to distance) are allowed but may not exceed maximum per diem allowance for federal government employees. [View gsa.gov lodging per diem rates](http://www.gsa.gov/portal/category/100120). [View gsa.gov meals and incidental expenses per diem rates](http://www.gsa.gov/portal/content/101518).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WITNESS FEES (computation, *see* 28 U.S.C. § 1821 for statutory fees)** | | | | | | | |
| **NAME, CITY AND STATE** | **ATTENDANCE**  **Days Total Cost** | | **SUBSISTENCE**  **Days Total Cost** | | **MILEAGE**  **Miles Total Cost** | | **Total Cost Each Witness** |
|  | XXX |  | XXX |  | XXX |  |  |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  | $0.00 |
| **TOTAL** | | | | | | | $0.00 |