

**United States District Court
District of Colorado
Procedures for Taxation of Costs
Pursuant to 28 U.S.C. § 1920**

A bill of costs shall be submitted on Form AO133, a copy of which is attached to this handout. The completed form **shall be filed by electronic means** pursuant to D.C.COLO.LCivR 5.6 – Electronic Case Filing, *unless the filing party is authorized or directed to file in paper format*; if so, an original of the completed form shall be filed with the Clerk's office at Room A-105, Alfred A. Arraj U.S. Courthouse, 901 19th Street, Denver, Colorado 80294-3589.

Pursuant to D.C.COLO.LCivR 54.1, a bill of costs must be filed with the court within ten days after entry of the judgment or final order. [NOTE: the ten day deadline will become fourteen days effective December 1, 2009.] Costs will be taxed by the clerk or a designated deputy. Prior to appearance before the clerk, counsel for the party seeking costs shall file a written statement that a reasonable effort has been made, in a conference with opposing counsel, to resolve disputes regarding costs. Please indicate on the statement if there is a partial agreement or lack of objection as to certain costs claimed, and please indicate what those costs are. If costs are resolved, a stipulation setting forth the amount of costs shall be filed with the court. If a stipulation is filed, please contact the Clerk's Office at the number below in order to vacate the taxation of costs hearing.

When filing a bill of costs, be sure to insert in the appropriate box in the lower right hand portion of the form the date and time for your hearing. You may select any Tuesday, Wednesday, or Thursday at **8:30, 9:00** or **9:30** a.m. You are to confer with counsel regarding a mutually agreeable date and time. To schedule a hearing once a date and time have been selected, contact Joe at **303-844-3433** – if unavailable, other staff may assist you. Hearings will be held in the Clerk's Office.

General Information

For more information on taxation of costs see 28 U.S.C. §§ 1918, 1919, 1920, 1923 and 1924; Fed. R. Civ. P. 54(d); and local rule D.C.COLO.LCivR 54.1. See also 28 U.S.C. § 1821 regarding per diem, mileage, and subsistence rates generally.

Motions for attorneys fees and expenses are to be filed separately and will be ruled upon by the assigned judge.

Witness fees are **\$40.00** a day and **\$.55** per mile round trip. Subsistence in Denver is **\$224.00** if an overnight stay is required and **\$66.00** for the final day of travel, effective October 1, 2009.

Substantiating documentation, i.e., court reporter invoices, in-house and/or vendor copying charges, process server invoices, etc., **must** be submitted in support of costs.

If you wish to appear telephonically, please note this on the bill of costs form or in a cover letter, with the telephone numbers at which the parties are to be reached. The clerk conducting the hearing will initiate the call.

*** NOTE: IT IS YOUR RESPONSIBILITY TO SET THE TIME (ANY TUESDAY, WEDNESDAY, OR THURSDAY AT 8:30 OR 9:00 A.M.) FOR APPEARANCE BEFORE THE CLERK FOR TAXATION.

AO 133
(Rev 03/02)

BILL OF COSTS

United States District Court

DISTRICT _____

V.

DOCKET NO. _____

MAGISTRATE CASE NO. _____

Judgment having been entered in the above entitled action on _____ against _____

Date _____

_____ the clerk is requested to tax the following as costs:

BILL OF COSTS

Fees of the clerk \$ _____

Fees for service of summons and complaint \$ _____

Fees of the court reporter for all or any part of the transcript necessarily obtained for use in the case \$ _____

Fees and disbursements for printing \$ _____

Fees for witnesses (itemized on reverse side) \$ _____

Fees for exemplification and copies of papers necessarily obtained for use in the case \$ _____

Docket fees under 28 U.S.C. § 1923 \$ _____

Costs incident to taking of depositions \$ _____

Costs as shown on Mandate of Court of Appeals \$ _____

Other costs (Please itemize) \$ _____

_____ \$ _____

Please review and comply with D.C.COLO.LCivR .54.1

(See Notice section on reverse side)

TOTALS \$ _____

DECLARATION

I declare under penalty of perjury that the foregoing costs are correct and were necessarily incurred in this action and that the services for which fees have been charged were actually and necessarily performed. A copy hereof was this day mailed with postage fully prepaid thereon to:

Signature of Attorney _____

Print Name _____

Phone Number _____

For: _____

Date _____

Name of Claiming Party

Please take notice that I will appear before the Clerk who will tax said costs on the following day and time:

Date and Time _____

Costs are hereby taxed in the following amount and included in the judgment:

Amount Taxed
\$ _____

