

United States Court of International Trade

BILL OF COSTS

V.

Court Number: _____

Judgment having been entered in the above entitled action _____ against _____,
Date the Clerk is requested to tax the following as costs:

Fees of the Clerk	\$ _____
Fees for service of summons and subpoena	_____
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 (itemize 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 as shown on Mandate of Court of Appeals	_____
Compensation of court-appointed experts.	_____
Compensation of interpreters and costs of special interpretation services under 28 U.S.C. §1828.	_____
Other costs (please itemize)	_____
TOTAL	\$ _____

SPECIAL NOTE: Attach to your bill an itemization and documentation for requested costs in all categories.

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 of this bill was mailed today with postage prepaid _____.

Signature of _____
 Attorney: _____

Name, **Firm, Address, Telephone Number and E-mail Address:** of _____

For _____ Date: _____
Name of Claiming Party

Costs are taxed in the amount _____ and included in the judgment.

 Clerk of Court

By: _____
 Deputy Clerk

 Date

[illegible]

NOTICE

Section 1924, Title 28, U.S. Code (effective September 1, 1948) provides:

“Verification of bill of costs.”

"Before any bill of costs is taxed, the party claiming any item of cost or disbursement shall attach thereto an affidavit, made by himself or by his duly authorized attorney or agent having knowledge of the facts, that such item is correct and has been necessarily incurred in the case and that the services for which fees have been charged were actually and necessarily performed."

See also Section 1920 of Title 28, which reads in part as follows:

"A bill of costs shall be filed in the case and, upon allowance, included in the judgment or decree."

Counsel are directed to the following provisions of the Rules:

Rule 6(d)

“When a party may or must act within a specified time after being served and service is made under Rule 5(b)(2)(C) (mail), (D) (leaving it with the clerk), or (F) (other means consented to), 5 days are added after the period would otherwise expire under Rule 6(a).”

Rule 54(d)

“Unless a federal statute, these rules, or a court order provides otherwise, costs -- other than attorney’s fees -- should be allowed to the prevailing party. But costs against the United States, its officers, and its agencies may be imposed only to the extent allowed by law. The clerk may tax costs on 14 day’s notice. On motion served within the next 7 days, the court may review the clerk’s action.”

Rule 58(e)(In Part)

“Entry of judgment may not be delayed, nor the time for appeal extended, in order to tax costs ***”

(As added May 25, 2004, eff. Sept. 1, 2004; and amended Dec. 6, 2011, eff. Jan. 1, 2012; Mar. 20, 2018, eff. Apr. 23, 2018; June 22, 2021, eff. July 26, 2021; June 28, 2022, eff. Aug. 1, 2022; **Oct. 23, 2025, eff. Dec. 1, 2025.**)