



## ACL Costs Lawyer Example Reference

[Date]

[On Headed Paper]

To whom it may concern

**Re: Reference for XXXXXX**

I have been asked to provide this reference for [XXXX] to confirm that [XXXX] has undertaken the appropriate supervised practice as required by the CLSB to achieve [his/her] qualification of Costs Lawyer.

My name is [XXXXX] and I am [XXXXX] [team leader/supervisor/Costs Lawyer] at [XXXX], having been so since [XXX] [joined the firm/team] in [XXXX]. I qualified as a [XXXXX] [Costs Lawyer/Solicitor/CILEx Fellow] Cost Lawyer on [XXXX].and have [XXXX] years litigation experience. I currently hold a practising certificate from [XXXX] [the CLSB/the SRA/CILEx Regulation].

[XXXX] has worked full time since joining the firm, which means in excess of 20 hours per week for a minimum of 43 weeks a year. [XXXX] typically works [XXXX] hours per week and [XXXX] hours are spent solely on cost matters. [XXXX] has a total of [XXXX] years experience working in costs.

INSERT BRIEF Paragraph on Job role

I have had sight of the CLSB outcomes and I believe that [XXXX] has met the outcomes required by the CLSB within the years of supervised practice undertaken. Please find attached a copy of the supervised practice competencies which have been initialled by myself to confirm that [XXXX] has demonstrated the competencies to Level 3 during [his/her] employment. I understand that some of the competencies have been addressed as part of the Cost Lawyer qualification [XXXX] has undertaken. Any competencies I have not initialled are because I understand [XXXX] to have demonstrated the requisite threshold within the course alone and that the assignments completed will evidence that these have been met.

I have also had sight of [XXXX]'s SP Reflective Logs and can confirm, to the best of my knowledge and belief, that the content of those logs are an accurate reflection of the work and reflection undertaken by [XXXX].

[Signature]

[Cost Lawyer/Solicitor/CILEx Fellow]