SOLICITORS' STARTER PACK

Replies to points of dispute

Receiving-party working layout

Blank template • England and Wales • Prepared 14 October 2026

Replies are optional. Under CPR 47.13 a receiving party may serve replies within 21 days after service of points of dispute. PD 47 limits replies to points of principle and concessions; avoid routine item-by-item denials. This is not an official court form.

Matter and timetable

[Court; claim number; parties; points received date; verified reply deadline; parties who served points.]

Point of principle answered

[Cross-reference the point number. State the principle disputed, concise response and supporting order, evidence or authority. Explain why a reply adds value.]

Concession

[Identify exact bill items; original sum; revised allowance; amount conceded; VAT/interest treatment where relevant.]

Outstanding evidence

[Specify what supports your position and any missing material. Do not use replies as a substitute for correcting or formally amending the bill.]

Review and service

[Remove repetition; check concessions and arithmetic; consider settlement separately; serve on the required parties after legal review.]

Educational working document, not an official court form or legal advice. Adapt to the order, current rules and evidence. Obtain a qualified Costs Lawyer's review before use. No review or approval by our directors is implied.

Fictional worked example

Replies to points of dispute

All parties, facts and amounts below are invented. This is not a real case, approved precedent or promised outcome.

Concession to fictional Point 1

For item 42, the receiving party accepts that 4.0 hours was recorded in error for the document review. Only 2.0 hours is pursued at £250 per hour.

Revised amount

£500 excluding VAT, reduced from £1,000 excluding VAT. The concession is limited to this item; the total and any consequential calculations require reconciliation.

Why this reply is included

It records a concrete concession to narrow the dispute, rather than a generic denial. The correction must be reflected in the appropriate bill and assessment documents.

Alternative response

If there is only an item-level evidential disagreement with no concession or point of principle, consider whether a reply is appropriate under PD 47 rather than adding unnecessary drafting.

Before adapting

Replace every placeholder, verify the current rules and the actual order, reconcile all figures, and obtain legal review. Never file or serve the fictional example unchanged.

Rules reference: CPR Part 47 and Practice Direction 47 (justice.gov.uk); for settlement offers, CPR 44.2 and Part 36. Check current provisions before use.

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