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***< FULL CASE NAME >***

**PROVIDED BY: *< DETAILS >***

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**Introduction**

This briefing note is designed to provide a short overview of the facts relating to the above litigation and the commercial circumstances surrounding the dispute. Further details can be provided on any of the issues in this note upon request.

1. **Executive Summary**
2. **Factual Background**
3. **Basis of the Claim**
4. **The Proceedings**
5. **Expert Evidence**
6. **The Major Issues**
7. **Assessment of Merits**
8. **Damages Quantification (details of damages analysis including reference to any experts)**
9. **The Commercial Issues (including enforceability of any award)**
10. **Funding Required (including details of the lawyer’s retainer arrangement)**

**(NB.** Please also see Appendix 1 for an example costs budget**)**

***APPENDIX 1 – EXAMPLE COSTS BUDGET***

***<Below is an example costs budget which has been approved previously by litigation funders and insurers. We request that this, or something similar, is provided in support of the application for litigation funding and/or insurance>***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stage**(e.g. prep and issue, defence, mediation etc.) | **Own Costs** | **Counsel’s fees** | **Expert’s fees** | **Disbursements** | **Total cumulative** |
| **Costs inc VAT (where applicable)** | **Cumulative** | **Costs inc VAT (where applicable)** | **Cumulative** | **Costs inc VAT (where applicable)** | **Cumulative** | **Costs inc VAT (where applicable)** | **Cumulative** |
|  | £ | £ | £ | £ | £ | £ | £ | £ | £ |
|  | £ | £ | £ | £ | £ | £ | £ | £ | £ |
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|  | £ | £ | £ | £ | £ | £ | £ | £ | £ |
|  | £ | £ | £ | £ | £ | £ | £ | £ | £ |
|  **Totals** | **£** | **£** | **£** | **£** | **£** | **£** | **£** | **£** | **£** |

***<Please note that this budget does not have to include costs in pounds sterling. If costs are being incurred in another currency, please make the necessary amendments to the above>***

**Annexes to Briefing Note**

***<Please list documents to be annexed to this briefing note, if any>***

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|  | **Page number** | **Document** |
| ***ANNEX 1*** |  |  |
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***<INSERT FULL CASE NAME>***

***ANNEX 1***