

Time Schedule: 31/03/2022 to 30/10/2023 - S029850012 - - Lease dispute relating to 43 Townhead Street

Date	Fee Earner	Role	Activity	Notes	Time	Hourly Rate	Charge
13/06/2022	Rob Cooke	Director	Letters - Client		0:06	320	32
13/06/2022	Rob Cooke	Director	Tel - Client	1xT with PS re the ongoing rent arrears and the options	0:06	320	32
15/06/2022	Rob Cooke	Director	Letters - Client		0:06	320	32
23/09/2022	Rob Cooke	Director	Letters - Client		0:06	320	32
28/10/2022	Rob Cooke	Director	Letters - Client		0:06	320	32
24/03/2023	Rob Cooke	Director	Letters - Client	e mail from PS re tenant default	0:06	320	32
01/09/2023	Rob Cooke	Director	Letters - Client	e mail from PS	0:06	330	33
01/09/2023	Rob Cooke	Director	Letters - Client	e mail to PS with enforcement options	0:06	330	33
05/10/2023	Rob Cooke	Director	Letters - Client	e mail from PS	0:06	330	33
06/10/2023	Rob Cooke	Director	Letters - Client	e mail to PS with enforcement options	0:06	330	33
12/10/2023	Rob Cooke	Director	Letters - Client	e mail to PS	0:06	330	33
12/10/2023	Rob Cooke	Director	Attendance - Others	e mail to CF	0:06	330	33
12/10/2023	Rob Cooke	Director	Letters - Client	e mail from PS	0:06	330	33
12/10/2023	Rob Cooke	Director	Letters - Client	e mail from PS	0:06	330	33
13/10/2023	Rob Cooke	Director	Attendance - Others	briefing CF to draft the state demand and working out correct name of petitioner	0:12	330	66
17/10/2023	Courtney Featherstone	Paralegal	Prep - Drafting	Finalising draft Stat Demand	0:24	175	70
17/10/2023	Courtney Featherstone	Paralegal	Prep - Drafting	stat demand	0:30	175	87.5
17/10/2023	Rob Cooke	Director	Prep - Drafting	checking draft Stat demand	0:12	330	66
17/10/2023	Courtney Featherstone	Paralegal	Letters - Client	Email to client with draft statutory demand for approval	0:06	175	17.5
17/10/2023	Courtney Featherstone	Paralegal	Letters - Client	Email to client with amended statutory demand	0:06	175	17.5
17/10/2023	Courtney Featherstone	Paralegal	Prep - Drafting	Amending Statutory Demand	0:12	175	35
18/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to process server requesting fee estimate for service of stat demand	0:06	175	17.5
18/10/2023	Rob Cooke	Director	Letters - Client	e mail from Paul Singleton	0:06	330	33
18/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to ILN - Fee agreed will send stat demand tomorrow via special delivery - for service Friday	0:06	175	17.5
18/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to ILN - Try to serve Friday but Monday will be fine	0:06	175	17.5
18/10/2023	Courtney Featherstone	Paralegal	Letters - Client	Email to client confirming process server fee ILN and when service of the stat demands will be	0:06	175	17.5
18/10/2023	Courtney Featherstone	Paralegal	Prep - Drafting	Drafting letters serving notices and drafting letter to ILN to serve notices	0:30	175	87.5
19/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to Tracy at ILN - pdf of letters and stat demands to complete certificate of service	0:06	175	17.5
19/10/2023	Courtney Featherstone	Paralegal	Prep - Drafting	Preparing Notices to be sent to Process Server, scanning and drafting email to process server	0:18	175	52.5
19/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to ILN with pdfs of demands to create certificates of service	0:06	175	17.5
19/10/2023	Courtney Featherstone	Paralegal	Tel - Others	Telephone call from Tracy at ILN	0:06	175	17.5
23/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to ILN - Please confirm stat demands were served Friday	0:06	175	17.5
23/10/2023	Courtney Featherstone	Paralegal	Letters - Client	Email to client - stat demands served on Friday 20 October 2023	0:06	175	17.5

23/10/2023	Courtney Featherstone	Paralegal	Letters - Client	Email to client with client bank acc details - please make payment using the attached in future	0:06	175	17.5
26/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to Tracy @ ILN re agreed fee for service of stat demands	0:06	175	17.5
27/10/2023	Courtney Featherstone	Paralegal	Letters - Others	Email to Tracy at ILN - Please confirm fee will be waived on this occasion	0:06	175	17.5
30/10/2023	Rob Cooke	Director	Letters - Client		0:06	330	33
Summary							
	Rob Cooke				2:00		654.00
	Courtney Featherstone				3:18		577.50
	Director				2:00		654.00
	Paralegal				3:18		577.50
	Letters - Client				1:54		544.50
	Tel - Client				0:06		32.00
	Attendance - Others				0:18		99.00
	Prep - Drafting				2:06		398.50
	Letters - Others				0:48		140.00
	Tel - Others				0:06		17.50