



**Effective Date:** 2010/07/01

**Number:** AN - 5

**Title:**

**Administrative Notice**  
**Photocopy and Fax Charges Guideline**

**Summary:**

This Administrative Notice establishes the guideline amount that parties may claim on a Bill of Costs for photocopying and fax charges.

**Direction:**

1. The following charges may be allowed on a party/party bill of costs:
  - a. photocopying 25¢ per page
  - b. faxes 35¢ per page.
2. Parties are reminded that these amounts are a guideline only. If it is shown that the actual cost was or should have been different from the guideline charges, the amounts allowed on an assessment may differ from the guideline amounts.

Master William McCallum  
Supreme Court Registrar