

**UNITED STATES COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

**INSTRUCTIONS for Form 10. Bill of Costs**

You **must** use Form 10 to file a bill of costs, even if the court has awarded costs.

- Refer to Fed. R. App. P. 39, 28 U.S.C. § 1920, and Circuit Rule 39-1 when preparing a bill of costs.
- Attorneys' fees **cannot** be requested on Form 10.
- The filing fee for an appeal **cannot** be requested on Form 10. You must request the filing fee for an appeal in the district court.
- File Form 10 within 14 days from the opinion or memorandum's file-stamped date.
- File any late bill of costs with a motion to file late, showing good cause for its late filing.
- Costs per page may not exceed \$.10 or the actual cost, whichever is less.
- Costs will be allowed only for the number of copies you were ordered to file with the court, plus one additional copy and any copies that you were required to serve in paper on another party.

To file Form 10 electronically, use the electronic document filing type "Bill of Costs (Form 10)."

**How to prepare fill-in forms for filing:**

- If you have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your PDF printer (File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).
- If you do not have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your printer.
  3. Scan the completed form to a PDF file.

**Note:** The fill-in PDF version of the form is available on the court's website at <http://www.ca9.uscourts.gov/forms/>.

***Do not file this instruction page***

*Feedback or questions about this form? Email us at [forms@ca9.uscourts.gov](mailto:forms@ca9.uscourts.gov)*