

I'm not a robot











Check Lists as directed by the Clerk of the Lists. This direction is only given in claims taking place in the Royal Courts of Justice in London. There will be a pre-trial review [4] weeks before the trial window starts with a time estimate of [30] minutes. The pre-trial review will be conducted by telephone unless the court orders otherwise. The Claimant must make the relevant arrangements in accordance with Practice Direction 23A Civil Procedure Rules. A pre-trial review is held if the case is complex or the trial is expected to last a long time. The aim is to make sure the trial will proceed efficiently, by narrowing down and identifying specific areas as far as possible. Judges often conduct hearings by telephone, though this happens less often if a party does not have a legal representative. The Practice Direction details what the party told to make the arrangements for the telephone conference call should do. People representing themselves are not usually expected to do this. At least 3 clear days before the pre-trial review the Claimant must file and send to the other party or parties preferably agreed and by email: draft directions, a chronology, a statement of the issues, a case summary, a trial timetable The claimant must co-operate with all parties to help the judge by suggesting the directions they think are needed. You'll need to describe the directions you think the judge should give but you may need professional help drafting a directions order. A chronology is a list, with dates and in date order, of the events leading up to the claim. A statement of the issues identifies which matters the parties disagree about and briefly describes the position they are taken on each matter. A case summary is a concise but complete overview of the whole case. For a trial expected to last several days or more, a timetable detailing the order and roughly when different parts of it will happen is helpful, e.g. in organising witnesses' attendance. These documents should be discussed among the parties so that agreed versions can be given to the judge. Not more than 7 nor less than 3 clear days before the trial, the Claimant must file at court and serve an indexed and paginated bundle of documents, which complies with the requirements of Rule 39.5 Civil Procedure Rules. The parties must endeavour to agree the contents of the bundle before it is filed. The bundle will include: a case summary, a chronology, a trial timetable. The trial bundle becomes the folder which the judge and everyone else involved in the trial will work from. One party (usually, the claimant) is given the job of preparing it and they must consult with the other parties when doing this. The Practice Direction referred to sets out the detailed requirements at paragraph 3. The pages of the bundle must all be numbered along with an index identifying each item and showing page numbers so that everyone using it at the trial can find what they want easily. Enough copies of the bundle must be prepared and brought to the trial for all participants. The parties must file with the court and exchange skeleton arguments at least 3 days before the trial by email. A skeleton argument sets out how a party's case is justified as a matter of law. You will probably need legal help to prepare this. If you do not have email access, you should tell the court that you will have to send in a paper document.