

Annex 13

Your Reference:

Our Reference: Room no./name/number ref

Date

Dear Sir

Title in bold

Edit as appropriate

Evidence received from claimant [filed sequentially]

1. The claimant has now filed evidence in connection with the above proceedings and has copied this evidence to you.
2. You may now file evidence in support of your case and in answer to the claimant's evidence. Your evidence should be copied to the claimant and should be filed within six weeks of the date the claimant's evidence was sent to you.
3. Your evidence should be filed by

Evidence received from defendant [filed sequentially]

1. The defendant has now filed evidence in connection with the above proceedings and has copied this evidence to you.
2. You may now file evidence **strictly in reply** to the defendant's evidence. Your evidence should be copied to the defendant and should be filed within six weeks of the date the defendant's evidence was sent to you.
3. Your evidence should be filed by
4. The hearings clerk will contact you both in due course concerning the hearing to be held on

Exchange of evidence [filed simultaneously]

- 1. I acknowledge receipt of the claimant’s evidence and the defendant’s evidence filed in connection with the above proceedings.
- 2. Both sides are now invited to file evidence **strictly** in reply. Both sides should exchange their evidence in reply on
- 3. The evidence should also be filed at the Office on

Evidence in reply received [filed simultaneously]

- 1. I acknowledge receipt of evidence in reply filed by the claimant and the defendant.
- 2. The hearings clerk will contact you both in due course concerning the hearing to be held on

Preliminary Evaluation

- 1. Both sides should note that a Preliminary Evaluation will be issued following completion of the evidence rounds.

[see also annex 8 and edit as appropriate]

Expert evidence filed – joint statement requested

- 1. Both parties have provided expert evidence in the proceedings. The expert witnesses are required to send us a statement setting out the issues on which they agree and the issues on which they disagree. The statement should also include a summary of the reasons for disagreement. The statement should be filed by

Insert as appropriate

A letter in identical terms has been sent to the other side.

A copy of this letter has been sent today to the other side.

Yours faithfully

Name
 Section
 Directorate