**Pre-Trial Checklist**

**The information supplied should be printed in bold characters**

[SHORT TITLE OF CASE and FOLIO NUMBER]

a. Trial date:

b. Party filing checklist:

c. Name of solicitors:

d. Name(s) of advocates for trial:

[**Note**: this checklist should normally be completed with the involvement of the advocate(s) instructed for trial.]

1. Have you completed preparation of trial bundles in accordance with Appendix 7 to the Commercial Court Guide?

2. If not, when will the preparation of the trial bundles be completed?

3. Which witnesses of fact do you intend to call?

4. (a) Which expert witness(es) do you intend to call (if directions for expert evidence have been given)?

(b) Have the experts narrowed the areas of disputed expert opinion as far as possible?

(c) If directions for expert evidence to be taken concurrently have not been made, will they be sought from the Judge at trial?

(d) If this is or may be a case for expert evidence to be taken concurrently has there been a discussion between advocates as to the most suitable procedure: see H2.34 in the Commercial Court Guide?

5. Will an interpreter be required for any witness and if so, have any necessary directions already been given?

6. Have directions been given for any witness to give evidence by video link? If so, have all necessary arrangements been made?

7. What are the advocates’ confirmed estimates of (i) the minimum and maximum lengths of the trial (ii) the pre-reading time likely to be required for the Judge? (A confirmed estimate of length signed by the advocates should be attached)?

8. What is your estimate of costs already incurred and to be incurred at trial?

[Signature of solicitors]