



Name of court

Claim number

N170

## Pre-trial checklist

### Listing questionnaire

#### Last date for filing with court office

Day

Month

Year

Date(s) fixed for trial or trial period

### To be completed by, or on behalf of

Who is the

Legal representative for the

First	Claimant
Second	Defendant
Third	Party

in this claim.

This form must be **completed** and **returned** to the court no later than the date given above. If not, your statement of case may be struck out or some other sanction imposed.

If the claim has settled, or settles before the trial date, you must let the court know immediately.

#### Legal representatives only:

If no costs management order has been made. You must **attach** estimates of costs incurred to date, and of your likely overall costs. In substantial cases, these should be provided in compliance with CPR.

For multi-track claims only, you must also attach a proposed timetable for the trial itself.

Find out how HM Courts and Tribunals Service uses personal information you give them when you fill in a form:

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

# 1. Confirmation of compliance with directions

**1.1** I confirm that I have complied with those directions already given which require action by me.

Yes

No. Tell us which directions you have still to comply with and the date by which this will be done.

Directions	Date

**1.2** I believe that additional directions are necessary before the trial takes place.

Yes. You should attach an application and a draft order.

No

**1.3** Have you agreed the additional directions you are seeking with the other party(ies)?

Yes

No

**Note 1.2:** Include in your application all directions needed to enable the claim **to be tried on the date, or within the trial period, already fixed.**

These should include any issues relating to experts and their evidence, and any orders needed in respect of directions still requiring action by any other party.

## 2. Witnesses

**2.1** How many witnesses (including yourself) will be giving evidence on your behalf at the trial? (Do not include experts – see Section 3)

**2.2** If the trial date is not yet fixed, are there any days within the trial period you or your witnesses would wish to avoid if possible? (Do not include experts – see Section 3)

Please give details

Name of witness	Dates to be avoided, if possible	Reason

**2.3** Do you or any of your witnesses require any special facilities or arrangements at court, such as a witness with a disability?

Yes. My witnesses require the following:

No

**2.4** Will you be providing an interpreter for any of your witnesses?

Yes

No

### 3. Experts

You may not use an expert's report or have your expert give oral evidence unless the court has given permission. If you do not have permission, you must make an application (see section A2 above)

**3.1** Please give the information requested for your expert(s)

Name	Field of expertise	Joint expert?		Is report agreed?		Has permission been given for oral evidence?	
		Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No

**3.2** Has there been discussion between experts?

Yes

No

**3.3** Have the experts signed a joint statement?

Yes

No

**3.4** If your expert is giving oral evidence and the trial date is not yet fixed, is there any day within the trial period which the expert would wish to avoid, if possible?

Yes. Give details in the table below.

No

Name	Dates to be avoided, if possible	Reason

## 4. Legal representation

**4.1** Who will be presenting your case at the trial?

You

Solicitor

Counsel

**4.2** If the trial date is not yet fixed, is there any day within the trial period that the person presenting your case would wish to avoid, if possible?

Yes. I would like to avoid the following dates

Name	Dates to be avoided, if possible	Reason

No

## 5. The trial

### 5.1 Has the estimate of the time needed for trial changed?

Yes. I estimate the whole trial will take, including both parties' cross-examination and closing arguments

days                      hours

No

### 5.2 If different from original estimate have you agreed with the other party(ies) that this is now the total time needed?

Yes

No

### 5.3 Is the timetable for trial you have attached agreed with the other party(ies)?

Yes

No

## 6. Fast track and Intermediate track cases only

The court will normally give you 3 weeks notice of the date fixed for a fast and intermediate track trial unless, in exceptional circumstances, the court directs that shorter notice will be given.

### 6.1 Would you be prepared to accept shorter notice of the date fixed for trial?

Yes

No

## **7. Vulnerability**

**7.1** Do you believe you, or a witness who will give evidence on your behalf, are vulnerable in any way which the court needs to consider?

Yes. Explain in what way you or the witness are vulnerable and what steps, support or adjustments you wish the court and the judge to consider.

No

## **8. Document checklist**

**8.1** I attach to this questionnaire

An application and fee for additional directions

A proposed timetable for trial

A draft order

## 9.

### Signature

Legal representative for the

First	Claimant
Second	Defendant
Third	Party

### Date

Day      Month      Year

Your name

### Postal address

First line of address

Second line of address

Town or city

County (optional)

Postcode

If applicable

Phone number

DX number

Your reference

Email