

Listing questionnaire

(Pre-trial checklist)

To be completed by, or on behalf of,

who is [1st][2nd][3rd][] [Claimant][Defendant]
[Part 20 claimant][Part 20 defendant] in this claim

Name of court

Claim No.

Last date for filing
with court office

Date(s) fixed for trial or
trial period

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.

A Confirmation of compliance with directions

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

☐ Yes ☐ No

If you are unable to give confirmation, state which directions you have still to comply with and the date by which this will be done.

Directions	Date

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

☐ Yes ☐ No

If Yes, you should attach an application and a draft order.

*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.*

3. Have you agreed the additional directions you are seeking with the other party(ies)?

☐ Yes ☐ No

B Witnesses

1. How many witnesses (including yourself) will be giving evidence on your behalf at the trial? (Do not include experts - see Section C)

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>

Witnesses continued

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 C)*

Please give details

Name of witness	Dates to be avoided, if possible	Reason

Please specify any special facilities or arrangements needed at court for the party or any witness (e.g. witness with a disability).

3. Will you be providing an interpreter for any of your witnesses? ☐ Yes ☐ No

C Experts

You are reminded that 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)

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?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Has there been discussion between experts? ☐ Yes ☐ No
3. Have the experts signed a joint statement? ☐ Yes ☐ No
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 ☐ No

If Yes, please give details

Name	Dates to be avoided, if possible	Reason

D Legal representation

1. Who will be presenting your case at the trial? ☐ You ☐ Solicitor ☐ Counsel
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 ☐ No

If Yes, please give details

Name	Dates to be avoided, if possible	Reason

E The trial

1. Has the estimate of the time needed for trial changed? ☐ Yes ☐ No
- If Yes, say how long you estimate the whole trial will take, including both parties' cross-examination and closing arguments days hours minutes
2. If different from original estimate have you agreed with the other party(ies) that this is now the **total** time needed? ☐ Yes ☐ No
3. Is the timetable for trial you have attached agreed with the other party(ies)? ☐ Yes ☐ No

Fast track cases only

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

Would you be prepared to accept shorter notice of the date fixed for trial? ☐ Yes ☐ No

Vulnerability

4. 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. Please 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

F Document and fee checklist

Tick as appropriate

I attach to this questionnaire -

- ☐ An application and fee for additional directions
 - ☐ A draft order
 - ☐ Listing fee **or** quote your Fee Account no.
 - ☐ A proposed timetable for trial
 - ☐ An estimate of costs

Signature

[Legal Representative for the]

[1st][2nd][3rd][]

[Claimant][Defendant][Part 20 claimant]

Date

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Your name and full postal address

Postcode

Postcode

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If applicable

Telephone no.

Fax no.

DX no.

Your ref.

E-mail

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