

PRE TRIAL REVIEW SHEET

Plaintiff: [Write name of plaintiff](#) File Number: [Write case number from statement of claim](#)

Defendant: [Write your name / name of defendant as appears on statement of claim](#)

PLAINTIFF'S SUMMARY OF CASE:

(This section to be completed by or on behalf of plaintiff)

[In this section the plaintiff will need to explain why they are claiming money or goods from you](#)

Documentary evidence intended to be relied upon at hearing:

Name of Witnesses:

Other Material

1. [In this section the plaintiff will need to write the names of any witnesses they have to support their case.](#)

1. [In this section the plaintiff will need to describe the documents they have to support their case. For example, invoices, statements, letters.](#)

2.

2.

3.

3.

4.

4.

Has the plaintiff made offers of settlement, attempted mediation or otherwise attempted to resolve the issues in dispute? Yes/No [The plaintiff should circle which one applies](#)

DEFENDANT'S SUMMARY OF CASE:

(This section to be completed by or on behalf of defendant)

[In one or two sentences explain why you believe that you do not owe the plaintiff any money or goods.](#)

Documentary evidence intended to be relied upon at hearing:

Name of Witnesses:

Other Material

1. [Write the names of any witnesses](#)

1. [In this section describe the documents you have to support your case. For example, invoices, statements, letters.](#)

2.

2.

3.

3.

4.

4.

Issues in dispute: [In one or two sentences explain what you don't agree with that has been raised by the plaintiff](#)

Motor vehicle claims: [Fill out this section if the case is about a motor vehicle accident](#)

Ownership /Liability /Agency /Quantum /Demurrage /Loss of Use [Circle the ones that apply](#)
(Circle relevant issues)

Other claims: [Leave blank](#)

Has the defendant made offers of settlement, attempted mediation or otherwise attempted to resolve the issues in dispute? Yes/No [Circle which one applies](#)
