

## PRE TRIAL REVIEW SHEET

Plaintiff: Write the name of plaintiff      File Number: Write the case number

Defendant: Write the name of defendant

---

### PLAINTIFF'S SUMMARY OF CASE:

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

In one or two sentences explain why you are claiming money or goods from the defendant

Documentary evidence intended to be relied upon at hearing:

Name of Witnesses:

Other Material

1. Write names of witnesses, if any

1. Describe any documents to support your case. For example, invoices, statements, letters, photographs, repair quotes, sketches, police report

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 Circle which one applies

---

### DEFENDANT'S SUMMARY OF CASE:

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

In this section the defendant will need to explain why they believe that they do not owe you the money or goods claimed

Documentary evidence intended to be relied upon at hearing:

Name of Witnesses:

Other Material

1. In this section the defendant will need to write the names of any witnesses they have to support their case

1. In this section the defendant will need to describe the documents they have to support their case. For example, invoices, statements, letters, photographs, repair quotes, sketches, police report

2.

2.

3.

3.

4.

4.

Issues in dispute:

In one or two sentences explain what the parties disagree about

Motor vehicle claims: If the claim is about a car accident, circle the issues that the parties disagree about.

Circle "ownership" if you disagree about who is the owner of one of the cars involved in the accident

Circle "liability" if you disagree about who was at fault for the accident

Circle "agency" if you disagree about whether the defendant was driving as an agent

Circle "quantum" if the defendant disagrees with the amount you are claiming for repairs or replacement

Circle "demurrage" if the defendant disagrees with the amount you are claiming for a car rental

Circle "loss of use" if the defendant disagrees with your claim for the loss you suffered for not being able to use your car

Ownership /Liability /Agency /Quantum /Demurrage /Loss of Use  
(Circle relevant issues)

Other claims:

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

---