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| 17. |
| O. 9, r. 4(2)(*d*) |
| (Title as in cause or matter) |
|  |
| **PRE‑HEARING / PRE‑TRIAL TIMETABLE** |

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| --- | --- |
| **Case Number(s):** |  |
| **Date of Pre-Hearing / Pre-Trial Timetable:** |  |
| **Are the contents of this document agreed to by all parties?** | Yes / No  If “No”, please state clearly in the table below where the disagreements are. |

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| [*Note: The items below are illustrative only. The parties should modify the pre‑hearing / pre‑trial timetable as appropriate in view of the nature of the case and the stage of the proceedings to account for all pre‑hearing / pre‑trial matters up to the trial or hearing on the merits of the proceedings, including the proposed dates for the trial or hearing on the merits.*] |

| **No** | **Description** | **Proposed Deadline** | **Comments** |
| --- | --- | --- | --- |
| 1 | Parties to complete the filing and exchange of pleadings / witness statements / memorials [*Note: Please set out in detail the deadline for the filing and exchange of each pleading / witness statement / memorial*] | • Defence to be filed by [*date*]  • Reply to be filed by [*date*]  • … | • Defendant seeks additional 2 weeks. Claimant objects to this. |
| 2 | Parties to complete mediation | … | … |
| 3 | Parties to file application for further and better particulars | … | … |
| 4 | Parties to file application for security for costs | … | … |
| 5 | Parties to produce documents they intend to rely on | … | … |
| 6 | Parties to request for production of documents | … | … |
| 7 | Parties to state objections to request for production of documents | … | … |
| 8 | Parties to file application for further production of documents | … | … |
| 9 | Parties to file expert reports | … | … |
| 10 | Parties to file the Trial Checklist and proposed Trial Timetable | … | … |
| 11 | Parties to file and exchange witness statements for trial | … | … |
| 12 | Claimant to furnish draft indices for the trial bundle, core bundle and confidential bundle (if applicable) | … | … |
| 13 | Other parties to each inform the Claimant in writing, copying all other parties, of the scope of the party’s agreement and any proposed amendments to the draft indices | … | … |
| 14 | Claimant to furnish a copy of Volume 4 and Volume 6 of the trial bundle to the other parties |  |  |
| 15 | Each party to provide to the Claimant copies of witness statements of its own witnesses to be included in Volume 3 and Volume 5 of the trial bundle, and which contain cross‑references to Volume 4 or Volume 6 of the trial bundle | … | … |
| 16 | Parties to set down the case for trial | … | … |
| 17 | Date(s) of future case management conference(s) | … | … |
| 18 | Parties to provide the trial bundle, core bundle, confidential bundle and counsel’s undertaking in Form 35 (if applicable) | … | … |
| 19 | Parties to file and provide the opening statement and bundle of authorities | … | … |
| 20 | Proposed dates for trial / hearing on the merits | … | … |