

**[IN THE LEEDS COUNTY COURT]
[IN THE HIGH COURT OF JUSTICE]
[] DIVISION
LEEDS DISTRICT REGISTRY**

CLAIM NO:

Claimant

and

Defendant

PRE CASE MANAGEMENT CONFERENCE ORDER

WARNING: You must comply with the terms imposed upon you by this order otherwise your case is liable to be struck out or some other sanction imposed. If you cannot comply you are expected to make formal application to the court before any deadline imposed upon you expires.

District Judge [INSERT] sitting at The Courthouse, 1 Oxford Row, Leeds

UPON READING the Directions Questionnaires filed on behalf of the Claimant and the Defendant(s) and the Court file.

IT IS ORDERED THAT:

- 1 The claim is allocated to the Multi- Track and is assigned to District Judge/ His/Her Honour [INSERT] for case management.
- 2 The claim is listed for a costs case management conference on [xx of xxx 2014 at xx.xx]with a time estimate of [one hour] together with [30 minutes reading time] to be allocated immediately before the hearing. The hearing is listed for further active case management by the Court, including the making of a costs management order. If the parties consider the time estimate to be inadequate they must advise the Court within 7 days of service of this order with reasons and an agreed time estimate.
- 3 The costs case management conference shall not be conducted by telephone.
- 4 The Claimant shall draft the following documents as soon as practicable (and to submit these to all other parties for comment, with a view to the contents being agreed at least 10 working days before the costs case management conference):
 - case summary incorporating a statement of issues;
 - chronology;
 - draft directions to be considered at the case management conference;

- a composite summary of the parties' costs budgets.

All parties must cooperate with the process to enable the Claimant to comply with the direction for the preparation and filing of the hearing bundle.

5 **At least 7 days before** the date of the costs case management conference the Claimant must file and send to all other parties, a paginated bundle containing the following documents to be presented in the following order.

- 5.1 Case Summary incorporating a Statement of Issues. If this document is not agreed each party shall prepare and serve upon the other a case summary and both versions (clearly marked) are to be included in the bundle;
- 5.2 A chronology of the issues in the claim, as set out in the pleadings. If this document is not agreed each party shall prepare and serve upon the other a chronology and both versions (clearly marked) are to be included in the bundle;
- 5.3 Copies of the statements of case;
- 5.4 Copies of any expert reports already served. For any proposed expert a party must provide:
 - 5.4.1 the field of expertise
 - 5.4.2 the issues the expert will address and
 - 5.4.3 an estimate of the proposed experts' fees.
- 5.5 Draft directions (CPR 29.1(2))
- 5.6 Directions Questionnaires filed by all parties;
- 5.7 Disclosure Reports (CPR 31.5(2)) [**NON PI CASES ONLY**] and Electronic Documents Questionnaire (if applicable);
- 5.8 A breakdown of the pre-action and issue / pleadings costs of each party by litigation phase;
- 5.9 Precedent H Forms filed by each party

The Claimant shall not less than 48 hours before the CCMC send by email (directly to the Judge) a composite summary of each parties' total costs for each phase in a self calculating spread sheet format

NOTE: IF A DOCUMENT IS INCLUDED IN THE BUNDLE IT DOES NOT NEED TO BE SEPARATELY FILED.

- 6 At all stages the parties must consider settling this litigation by any means of Alternative Dispute Resolution (including mediation); any party not engaging in any such means proposed by another shall respond in writing giving reasons within 21 days of receipt of that proposal. That correspondence must not be shown to the trial judge until questions of costs arise.
- 7 Carriage of any order made by the court shall be with the Claimant's solicitor unless the Claimant is in person whereupon it passes to the Defendant's solicitor.
- 8 As this Order has been made without a hearing, the parties have the right to apply to have the Order set aside, varied or stayed. A party making such an application must send or deliver the application to the Court (together with any appropriate fee) to arrive within seven days of this Order.