

CLAIM PROCEDURE FROM FILING OF DEFENCE

Defence filed

Claim provisionally allocated to a claims track by the court officer. Court sends notice of allocation and requires parties to complete directions questionnaires.

Claims under £10,000 – small claims track
From £10,000 to £25,000 – fast claims track
£25,000 + – multi track

Parties complete directions questionnaires and file with the court. In multi-track cases, a costs budget (precedent H) is filed.

Fast track

Multi-track

Court gives directions date for filing pre-trial checklists (PTCs)

Either party may apply for re-allocation

Court may give directions, or list for a Costs Case Management conference at which directions are given and budgets are approved or amended

Parties comply with directions

PTCs are sent to parties for return within 14 days

On receipt of, or after time for filing PTCs has expired, fees are accounted for and claim passed to the Judge for a decision as to whether or not pre-trial review or hearing is necessary or to give directions to fix trial date and timetable for trial

Judge orders pre-trial review or hearing

Judge orders claim to be set down for trial giving time estimate and timetable for trial

The parties are notified of the date set down for the hearing

A date is set down for trial and sent to the parties

If necessary the claim is transferred to another court, for trial

Pre-trial review or directions hearing before judge

Parties lodge bundles of documents for trial (if ordered)

An interim order is drawn, which includes a timetable for trial and is sent to the parties.

TRIAL

Final order