Claim Number:Click or tap here to enter text.

IN THE HIGH COURT OF JUSTICE

BUSINESS AND PROPERTY COURTS IN BIRMINGHAM

Choose an item.

# DISTRICT JUDGE

Click or tap to enter a date.

BETWEEN

Click or tap here to enter text.

*Claimant*

-and-

Click or tap here to enter text.

*Defendant*

**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.**

Upon hearing Choose an item. for the claimant and Choose an item. for the defendant

*[Where any Model of Extended Disclosure is sought]*

And Upon the Court reminding the Parties of their duties as to Disclosure including preservation of documents

*[Where Model C, D and/or E Extended Disclosure is sought]*

And Upon the Claimant/Defendant/Parties having completed the Disclosure Review Document and having agreed/sought to agree the List of Issues for Disclosure

**IT IS ORDERED**

# Allocation

1. This claim is allocated to the multi-track and is to be managed and tried in the Business and Property Courts in Birmingham.

**Costs management**

*(Agreed budgets)*

1. The court has made a costs management order recording that the budgets of the [*insert party* ] dated [ ] are agreed between the parties in the global sum of £[ ].

*(Distinguishing between those parts of the budgeted costs approved or agreed)*

1. The court has made costs management orders , pursuant to CPR 3.15(2)(a) and (b) , as per the attachd page(s) 1 of the [*insert parties* ] precedent(s) H and/or as per the schedule annexed to this order. The phase(s) budgeted recording the agreement of the parties are those where the column is/are marked with \*.

*(Recording the extent, if any, to which incurred costs are agreed)*

1. The court records agreement of the incurred costs in the following phase(s) as shown on page 1, of the attached Precedent H: [*insert phases* ] and/or as shown on the schedule annexed to this order marked with \*.

*(As to filing and service of approved budgets)*

1. Each party shall re-file and re-serve page 1 of the precedent H in the form approved or agreed with the revised figures by 4pm on [ ].

***Or***

1. CPR 3.15(7) is disapplied

**Alternative dispute resolution**

1. At all stages the parties must consider settling this litigation by any means of alternative dispute resolution. Any party not engaging in any such means proposed by another must serve a witness statement giving reasons within 21 days of that proposal; such witness statement must not be shown to the trial judge until questions of costs arise.

**Stay of proceedings**

1. This claim be stayed until Click or tap to enter a date. for the parties to try to settle the dispute by alternative dispute resolution or other means. The claimant shall notify the Court in writing at the end of that period whether settlement has been reached.
2. The claimant on behalf of the parties shall at the same time lodge *either*:
   1. (if a settlement has been reached) a draft consent Order signed by all parties; *or*
   2. (if no settlement has been reached) a statement of agreed directions signed by all parties or (in the absence of agreed directions) statements of the parties’ respective proposed directions.
3. Any agreed extension of the stay must be in compliance with paragraph [47] below.
4. Any party has permission to apply in relation to the stay.

**Financial dispute resolution appointment**

1. The claim be listed before a Specialist Business and Property Courts District Judge for a without prejudice financial dispute resolution (‘FDR’) appointment in private on Click or tap to enter a date. with a time estimate of Choose an item.hours commencing at [11.00 am] with Judicial pre-reading to take Choose an item. hour.
2. The parties and their representatives shall attend one hour beforehand for the purpose of seeking to narrow issues and negotiation.
3. The FDR appointment must be treated as a meeting held for the purposes of discussion and negotiation. Parties attending the FDR appointment must use their best endeavours to reach agreement on all matters in issue between them.
4. The parties must personally attend the FDR appointment.
5. Not less than 7 days before the FDR appointment, the claimant must file with the court a bundle for the FDR appointment. Copies of all offers and proposals, and responses to them whether made wholly or partly without prejudice should be included in the bundle. The disclosure of offers to the court does not amount to a waiver of privilege.
6. At the conclusion of the FDR appointment, the court may make an appropriate consent order.
7. At the conclusion of the FDR appointment, any documents filed by a party for that purpose must be returned to that party and not retained on the court file and the court will not retain a record of the hearing.
8. The judge hearing the FDR appointment must have no further involvement with the claim, other than to conduct any further FDR appointment or to make a consent order or a further directions order.
9. [The costs of and caused by the FDR hearing shall be costs in the case] [There shall be no order for the costs of and caused by the FDR hearing]. In the event that any subsequent application is made for an adverse costs order arising in connection with the conduct of the FDR hearing, it shall be heard at the conclusion of the FDR hearing.

**Disclosure of documents**

**Model A**

1. The Claimant/Defendant/Parties shall by 4pm Click or tap to enter a date. disclose all known adverse documents in relation to the following issue(s) for disclosure:-

**Model B [Usual Limited Disclosure- where IA75/Part 8 Claim]**

1. The Claimant/Defendant/Parties shall by 4pm Click or tap to enter a date. disclose to all other Parties (where, and to the extent, that they have not already done so by way of Initial Disclosure, and without limit as to quantity):-
2. the key documents on which they have relied (expressly or otherwise) in support of the claims or defences advanced in their statement(s) of case;
3. the key documents that are necessary to enable the other parties to understand the claim or defence they have to meet, and
4. known adverse documents.

**Model C**

1. The Claimant/Defendant/Parties shall by 4pm Click or tap to enter a date. disclose the following documents/classes of documents:

(a)…

(b)…

relating to the following Issue(s) for Disclosure:

(a)…

(b)…

in accordance with the reasonable and proportionate requests [ *insert numbered request*]in section 1B of the Disclosure Review Document or as defined by the court as set out below.

**Model D**

1. The Claimant/Defendant/Parties shall by 4pm Click or tap to enter a date. disclose documents which are likely to support or adversely affect its/his/her/their claim or that of another party in relation to the following Issue(s) for Disclosure:

(a)…

(b)…

The search for documents that have been ordered to be disclosed shall be reasonable and proportionate and limited to/as follows:

(a)…

(b)…

The Claimant/Defendant/ Parties [shall not/ shall[[1]](#footnote-1)] search for and disclose Narrative Documents.

**Model E**

1. The Claimant/Defendant/Parties shall by 4pm Click or tap to enter a date. disclose documents which are likely to support or adversely affect its/his/her/their claim or that of another party in relation to the following Issue(s) for Disclosure:

(a)…

(b)…

and/or which may lead to a train of enquiry which may then result in the identification of other documents for disclosure (because those other documents are likely to support or adversely affect the party’s own claim or defence or that of another party in relation to one or more of the Issue(s) for Disclosure.

The scope of the reasonable and proportionate search which the Claimant/Defendant/ Parties must undertake is as follows:-

(a)…

(b)…

The Claimant/Defendant/Parties [must/need not] search for and disclose Narrative Documents.

# Witnesses of fact

1. The parties have permission to rely upon the statements already filed and served.

[*For cases to which PD 57 AC applies*]

1. Each party shall serve on every other party the witness statements of all witnesses of fact to be relied on by that party. There shall be simultaneous exchange of such statements by 4.00pm on Click or tap to enter a date.Parties are reminded of PD 57 AC paras 3 and 4, PD 32 paras 17-20 and PD 22 para 3A. In cases of non-compliance, the Court may refuse to give permission to rely on, or may strike out, part or all of a witness statement, order a statement to be re-drafted, order a witness to give some or all of their evidence in chief orally, or impose a costs sanction. Oral evidence will not be permitted at trial from a witness whose statement has not been served or has been served late, except with permission from the Court.

[*For cases to which PD 57 AC does not apply*]

1. Each party shall serve on every other party the witness statements of all witnesses of fact to be relied upon by that party. There shall be **simultaneous** exchange of such statements by 4.00pm on [Click or tap to enter a date.**.** Parties are reminded of PD 32 paras 17- and PD 22 para 3A. The Court may refuse to admit as evidence witness statements which fail to comply with the requirements of the Civil Procedure Rules and cost sanctions may be imposed. Oral evidence will not be permitted at trial from a witness whose statement has not been served in accordance with this order or has been served late, except with permission from the Court.

*Or*

1. Each party shall serve on every other party the witness statements of all witnesses of fact to be relied upon by that party. Such statements shall be disclosed **sequentially**, the claimant by 4.00pm on [Click or tap to enter a date. and the defendant by 4.00pm on [Click or tap to enter a date. ]. Parties are reminded of PD 32 paras 17-20 and PD 22 para 3A. The Court may refuse to admit as evidence witness statements which fail to comply with the requirements of the Civil Procedure Rules and cost sanctions may be imposed. Oral evidence will not be permitted at trial from a witness whose statement has not been served in accordance with this order or has been served late, except with permission from the Court.
2. Evidence of fact is limited to [Choose an item.witnesses on behalf of each party [and only relating to the following issues:
3. Witness statements must not exceed Choose an item. pages of A4 in length and have a font size of no less than 12point and line spacing of no less than 1.5 lines.

**Further information**

1. Each party shall serve any request for clarification or further information based on any document disclosed or statement served by another party by 14 days after disclosure or service. Any such request shall be dealt with within 14 days of service.

# Expert evidence

1. No expert evidence being necessary, no party has permission to call or rely on expert evidence. *or*
2. In respect of each of the following disciplines the parties may rely on, as written evidence only, the report(s) (and replies to any questions) of one jointly instructed expert

|  |  |
| --- | --- |
| Discipline | Name of Expert |
|  |  |
|  |  |
|  |  |

1. If the parties cannot agree by 4.00pm on Click or tap to enter a date. on the choice of expert, the payment of his fees, or any other matter relevant to his instructions they must apply to the court for further directions.
2. The joint expert(s) must report to the parties by 4.00pm on Click or tap to enter a date. *and/or*
3. Each party has permission to rely on evidence from the following expert s:-

|  |  |  |  |
| --- | --- | --- | --- |
| Discipline | Claimant’s Expert | Defendant’s Expert | Oral [O] or Written [W] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

provided the following steps have been complied with:

* 1. The parties shall exchange reports setting out the substance of any expert evidence on which they intend to rely. The exchange shall take place simultaneously by 4.00pm on [Click or tap to enter a date.]; and
  2. Immediately after disclosure of all reports the parties shall agree the reports if possible but if they are not agreed shall instruct the experts (of like discipline if more than one) to confer and identify the issues between them and to reach agreement if possible. The experts shall then prepare for the parties a statement of the issues on which they agree/disagree with a summary of their reasons, and that statement shall be sent to the parties by 4.00pm on [Click or tap to enter a date..

**Questions to experts**

1. The time for service of any question addressed to an expert instructed jointly or by another party is not later than 14 days after service of that expert’s report (or 14 days of service of this order in the case of any report already disclosed). Any such question shall be answered within 14 days of service.

**Trial**

1. [There shall be a trial of the following preliminary issue(s): [SPECIFY PRELIMINARY ISSUE(S)]].
2. The trial of the [action] [preliminary issue(s)] shall be listed in a trial window of 6 months commencing [Click or tap to enter a date. with a time estimate of [NUMBER ] hours/days [and suggested Judicial pre-reading time of [NUMBER ] hours/days].
3. All parties must liaise forthwith and the claimant’s solicitor, on behalf of all parties, shall by 4pm Click or tap to enter a date.
   1. *[Only required if there is no recent and suitable summary on the file].* File with the BPC section\* an agreed, succinct, case summary, and schedule of outstanding issues. Where agreement is not possible the respective position of each party must be stated;
   2. File with the BPC section\* dates of ***joint availability*** for the period covered by the trial window.In the absence of compliance, it will be assumed that there are no dates to avoid. The trial will then be fixed.

\* In High Court cases the parties must use the E-Filing service to file all documents on CE file. Filing by email will not be accepted. In County Court cases the parties must file by email to *bpc.birmingham@justice.gov.uk*

1. The file will then be referred to the Business and Property Courts Chancery Specialist Circuit Judge for review and for such further directions, including allocation of the trial Judge, as may be required.
2. It is recorded that the parties consider that
   1. the trial is suitable for hearing before a [Business and Property Courts Specialist District Judge] [Business and Property Courts Chancery Specialist Circuit Judge] [High Court Judge].
   2. [the trial may if necessary be conducted by way of remote video hearing][the trial is not suitable for a remote hearing but requires a {partial}{fully} face to face hearing. This is because ……..]
   3. The time estimate is sufficient to allow for a hearing conducted as above.
3. Once a hearing date has been allocated the parties shall inform the Court in writing of any breach of any case management order which might prejudice the hearing proceeding on that date, the reason for the breach and how that breach is to be remedied. (Such a communication will not constitute an application to adjourn, which must be made in the appropriate way).
4. The parties must agree and the claimant must lodge at court **by post or DX only** at least 7 days before the trial (or any reading day allocated) a trial bundle(s) containing:
   1. a succinct case summary;
   2. a chronology;
   3. a statement of issues to be determined by the Judge;
   4. a trial template (subject to the approval of the trial Judge); and
   5. a statement of what the Judge should read in advance of the trial.
5. Skeleton arguments must be filed not less than two clear working days before the trial/reading day. Skeleton arguments may be filed by email: bpc.birmingham@justice.gov.uk
6. Pre-trial checklists (listing questionnaires)
   1. [are dispensed with *(where a pre trial review has been directed)] or*
   2. [are to be filed and servedby 1pm on [*a date not less than 8 weeks before commencement of the trial window.*] The parties must complete and file the Birmingham Covid-19 Civil Trial Plan and Attendance Sheet with the pre-trial checklist].

**Pre trial Review**

1. There be a pre trial review before the trial Judge (if available) on [*a date from 8 to 10weeks before the start of the tria*l] with a time estimate of 1 hour. This hearing will be conducted as a telephone hearing which the legal representative for the claimant shall arrange.
2. Prior to the hearing the parties must;
   1. liaise and seek to agree a succinct case summary, statement of issues, a list of the matters to be addressed at the hearing, and a trial template (subject to the approval of the trial Judge)
3. By 4.00pm 5 clear days before the hearing, the claimant must file these documents and a bundle of any relevant materials, which should include copies of any expert reports and any joint statement(s) if any party has applied for permission to call oral expert evidence.

**Extending time limits for procedural steps by agreement, without reference to the court**

1. The parties may agree to extend any time period to which the proceedings may be subject (including any stay) for a period or periods of up to 3 months in total without formal application to the Court provided that:
   1. this does not affect the date given for any hearing;
   2. the parties file for approval by the Court a draft consent order setting out the proposed revised directions; and
   3. the date for completion of the final step shall not be extended beyond (i) 1 week before the pre trial review, if there is to be one or (ii) 3 weeks before the commencement of the trial, if there is not to be a pre trial review.

**Settlement**

1. Each party must inform the court immediately if the case is settled whether or not it is then possible to file a draft consent order to give effect to their agreement

**Costs**

1. Costs in the case

**Costs- Pro Bono Cost Order**

1. The [ ] must pay costs for pro bono representation on or before Click or tap to enter a date. to the Access to Justice Foundation (7 Bell Yard, London, WC2A 2JR), [summarily assessed at £ ] [or] [to be assessed on the standard/indemnity basis if not agreed].

**CPR 23.9 direction.**

1. This Order has been made by the Court under CPR 23.9, as the Court has disposed of the application without a hearing and without service. Any party may apply to have this order set aside or varied within 7 days of the date of the service of this Order on that party.

**CPR 3.3(5) direction.**

1. Because 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 service of this Order.

District Judge:

Date: Click or tap to enter a date.

**Additional directions**

1. …

**ANNEX - Summary of agreed/approved costs budget of the [** *insert party***]**

|  |  |  |  |
| --- | --- | --- | --- |
| **PHASE** | **INCURRED**  **(marked with an \* if agreed)** | **ESTIMATED**  **(marked with an \* if agreed rather than approved)** | **TOTAL** |
| Pre-action |  | **NOT APPLICABLE** |  |
| Issue/pleadings |  |  |  |
| CMC |  | **NOT APPLICABLE** |  |
| Disclosure |  |  |  |
| Witness  Statements |  |  |  |
| Experts’  Reports |  |  |  |
| PTR |  |  |  |
| Trial  preparation |  |  |  |
| Trial |  |  |  |
| ADR (excluding mediation) |  |  |  |
| Contingencies |  |  |  |
| TOTAL |  |  |  |

1. Pursuant to PD 51U, paragraph 8.3, Model D, “If the order does not so specify, Narrative Documents should not be disclosed.” [↑](#footnote-ref-1)