**Allocation**

1. The matter is allocated to the IPEC Small Claims Track pursuant to Civil Procedure Rule 63.27.

**Disclosure**

1. By 4pm [4] weeks, each party to the claim must send to both the Court and the other party copies of all of the documents that are relevant to your case. These documents should be placed in date order and should be numbered in the bottom right hand corner.

**Witness Statements**

1. By 4pm [6] weeks, each Party to the claim must send to both the Court and the other Part, copies of all witness statements from anyone who can give relevant evidence about your case. Both parties must do this.
2. A witness statement must

- have the court case number at the top

- start with the witness’ name and address

- It must contain numbered paragraphs and should be typed and double spaced. If not typed, it must be written clearly in block capitals or printed.

- finish with the words “I believe the facts set out above to be true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.”, the date of the statement and the person’s signature.

1. The original statement must be sent to the court and copies must be sent to the other side.

**Expert Evidence**

1. No party has permission to rely upon expert evidence without further Order of the Court.

**Time Estimate**

1. The matter shall be listed for final hearing before any IPEC ticketed District Judge on the first available date after [10] weeks, with a time estimate of Choose an item.**. The hearing shall take place in person at the County Court in Birmingham unless otherwise ordered by the Court.**

**A notice of hearing accompanies this Order.**

1. If either Party considers the above time estimate is inadequate or is aware of any reason why the fixed date for trial cannot be met, they must make a formal application to Court as soon as possible, and in any event no later than 3 working days before the hearing.

**Preparation for Trial**

1. The parties must ensure that at the final hearing the court and every other party and any witnesses have access to a paginated bundle of the documents they wish to rely on. **Two copies** of the party’s paper bundle must be lodged at Court at least 7 days prior to the date of the hearing.
2. The parties must notify the court as soon as possible if the matter is settled prior to the date of the final hearing.

**WARNING: Failure to comply with the requirements of this Order in relation to the final hearing is likely to lead to your case being struck out.**

**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.