

CASE MANAGEMENT CONFERENCE FORM

Party filing:

Solicitors:

Advocate(s) for trial:

Date:

Note: This CMC form must be completed and filed at least 7 days before the Case Management Conference and copies to be served on all parties.

No.	Particulars
1	<p>Please confirm the nature of your dispute by ticking the appropriate box or boxes below:</p> <ul style="list-style-type: none"><input type="checkbox"/> A business documents or contract<input type="checkbox"/> The export or import of goods<input type="checkbox"/> Insurance and Re-insurance<input type="checkbox"/> Banking and financial activities<input type="checkbox"/> The operating of markets and exchanges<input type="checkbox"/> The purchase and sale of commodities<input type="checkbox"/> Business agency<input type="checkbox"/> Others
2	<p>Substance of Case What is the case about? (20 words maximum) Please provide a separate concise list of issues in a complex case.</p>
3	<p>Please state the value of your claim:</p>
4	<p>Please state how many foreign parties (if any) are involved.</p>
5	<p>Has a Summons for Direction been filed and heard in this matter? If standard disclosure is not agreed and you consider that a different ambit of disclosure is appropriate, please specify.</p>

6	In relation to the Summons For Directions, do you intend to contend with any of the standard disclosure or any other items which falls part of the application?
7	Is specific disclosure required on any issue? If so, please specify.
8	By what dates can you comply with the Order for Directions or any specific order for disclosure?
9	May the time periods for inspection under the Order for Directions require adjustment, and if so by how much?
10	Are amendment to or is information about any statement of case required? If yes, please give brief details of what is required?
11	Can you make any additional admissions? If yes, please give brief details of the additional admissions.
12	Are any of the issues in the case suitable for trial as preliminary issues?
13	<p>(a) On the evidence of how many witnesses of fact do you intend to reply at trial (subject to the directions of the Court)? Please give their names or explain why this is not being done.</p> <p>(b) By what date can you serve signed witness statements?</p> <p>(c) How many of these witnesses of fact do you intend to call to give oral evidence at trial (subject to the directions of the Court)? Please give their names, or explain why this is not being done.</p> <p>(d) Will interpreters be required for any witnesses?</p>

	<p>(e) Do you wish any witness to give oral evidence by video link? Please give his or her name, or explain why this is not being done. Please state the country and city from which the witness will be asked to give evidence by video link.</p> <p>(f) Will there be any witness statements which are over 30 pages long? If so, this will need to be justified by way of a letter.</p>
14	<p>(a) On what issue may expert evidence be required?</p> <p>(b) What is the proposed cost of the expert evidence?</p> <p>(c) Is this case in which the use of single joint expert might be suitable?</p> <p>(d) On the evidence of how many expert witnesses do you intend to reply at trial (subject to the directions of the Court)? Please give their names, or explain why this is not being done. Please identify each expert's field of expertise.</p> <p>(e) By what date can you serve signed expert reports?</p> <p>(f) How many of these expert witnesses do you intend to call to give oral evidence at trial (subject to the directions of the Court)? Please give their names, or explain why this is not being done.</p> <p>(g) Will interpreters be required for any expert witness?</p> <p>(h) Do you wish any expert witness to give oral evidence by video link? Please give his or her name, or explain why this is not being done. Please state the country and city from which the witness will be asked to give evidence by video link.</p>
15	<p>What are the advocates' present provisional estimates of (i) the minimum and maximum lengths of the trial (ii) the pre-reading time likely to be required for the judge?</p>
16	<p>What is the earliest date by which you believe you can be ready for trial?</p>

17	<p>(a) Is mediation an option for parties to resolve their dispute or particular issues with the need for a trial or a full trial?</p> <p>(b) Has the question at (a) been considered between the client and legal representatives?</p> <p>(c) Has the question at (a) been explored with the other parties in the case?</p> <p>(d) Do you request for the case to be adjourned while the parties try to settle the case by mediation or other means?</p> <p>(e) Are any other special directions needed to allow for mediation?</p>
18	What other applications will you wish to make at the Case Management Conference?
19	Does provision need to be made before trial for any application or procedural step not otherwise dealt with above? If yes, please specify the application or procedural step.
20	Are there, or are there likely in due course to be, any related proceedings (e.g. a counterclaim or third party proceedings)? Please give brief details.
21	What, do you estimate are your costs to date?
22	What, do you estimate, will be your costs to end of trial?

[Signature of party/solicitor]