

LIST OF PARTIES [DATE]

COURT DETAILS

Court

#Division

#List

Registry

Case number

TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

#Second plaintiff #Number of
plaintiffs (if more than two)

[First] defendant **[name]**

#Second defendant #Number of
defendants (if more than two)

FILING DETAILS

Filed for **[name]** [role of party eg third defendant]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

[on separate page]

PARTY AND CONTACT DETAILS**PLAINTIFF['S][S'] CLAIM****Plaintiff[s]**

[name] [role of party eg first plaintiff]
 [repeat name and role of party as required for each additional plaintiff]
 #Legal representative: [solicitor on record]
 [firm]
 Contact name and telephone: [name]
 [telephone]
 Contact email: [email address]

Defendant[s]

[name] [role of party eg first defendant]
 #Legal representative: [solicitor on record]
 [firm]
 Contact name and telephone: [name]
 [telephone]
 Contact email: [email address]

[Repeat name, role of party and contact details as required for each additional defendant. For clarity, you may group parties with common legal representation within the same box.]

#[FIRST] CROSS-CLAIM**Cross-Claimant[s]**

[name] [role of party eg first cross-claimant to first cross-claim]
 [Repeat name and role of party as required for each additional cross-claimant, Do not repeat contact details previously provided in this document.]

Cross-Defendant[s]

[name] [role of party eg first cross-defendant to first cross-claim]
 #Legal representative: [solicitor on record]
 [firm]
 #Contact name and telephone: [name]
 [telephone]
 #Contact email: [email address]

[Repeat name and role of party as required for each additional cross-defendant. Only include contact details for new parties whose details do not appear previously in this document.]

[repeat as required for each additional cross-claim]