|  |  |
| --- | --- |
| *This questionnaire is completed by, or on behalf of:*  The *[1st/2nd/\_\_\_]*\* *[Plaintiff / Defendant / \_\_\_\_\_\_\_\_\_\_\_\_]*\* in this case. | *Case No.:* |

**Timetabling Questionnaire to be filed after close of pleadings**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Instructions: | | | 1. | Please read Practice Direction 5.2 before completing this questionnaire (in particular paragraph 5 thereof where parties are, among other things, urged to proceed with discovery without waiting for case management directions). | | | |
|  | | | 2. | Unless otherwise directed in this questionnaire, please complete **ALL** sections by ticking **(“√”)** the appropriate boxes and fill in the blanks where appropriate. Please delete the inappropriate wordings in the square brackets marked with \*. | | | |
|  | | | 3. | Answers qualified by “subject to counsel’s advice” or reserving rights to take certain steps are **NOT** acceptable. | | | |
|  | | | 4. | If a party is legally represented, this questionnaire **MUST** be completed by the handling solicitor of this case who must attend the hearing for case management directions on behalf of such a party. | | | |
|  | | | 5. | Parties are **NOT** allowed to change any wordings of this questionnaire (except adaptations as required by paragraph 13 of PD 27). | | | |
| ***A*** | | ***Mediation*** | | | | | | |
| **A1** | | **Have you filed and served any Mediation Certificate?**  □ Yes □ No | | | | | | |
| **A2** | | **Have the parties attempted mediation so far?**  □ Yes □ No | | | | | | |
| **A3** | | **Do you have intention to settle this case by mediation?**  □ Yes □ No *(go to B1)* | | | | | | |
| **A4** | | **If the answer to A3 is “yes”, when do you think you will have enough materials to participate in a meaningful mediation?**  □ Now  □ After discovery  □ After exchange of witness statements  □ After filing of experts’ reports  □ After obtaining counsel’s advice on merits  □ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **A5** | | **Do you seek for a stay of proceedings to attempt mediation?**  □ Yes, for \_\_\_\_\_\_ weeks  □ No | | | | | | |
| ***B*** | | ***Parties*** | | | | | | |
| **B1** | | **Do you intend to add another party to this case?** | | | | | | |
|  | | □ | Yes, I will apply on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a [Plaintiff / Defendant / Third Party / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]\* | | | | | |
|  | | □ | No | | | | | |
| ***C*** | | ***Pleadings*** | | | | | | |
| **C1** | | **Do you intend to amend your pleadings?** | | | | | | |
|  | | □  □ | Yes, I will apply on or before \_\_\_\_\_\_\_\_\_\_ to amend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | | | | |
| **C2** | | **Do you intend to take out a summons for Further and Better Particulars?** | | | | | | |
|  | | □ | Yes, I will make an application for Further and Better Particulars in respect of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No | | | | | |
| **C3** | | **Is there any outstanding request(s) received from the other party for Further and Better Particulars of any of your pleadings?**  □ Yes □ No *(go to D1)* | | | | | | |
| **C4** | | **If the answer to C3 is “yes”, do you intend to give any answer thereto?** | | | | | | |
|  | | □ | Yes, I will give an answer in relation to [all the requests / requests No.\_\_\_\_\_\_\_\_\_\_\_\_]\* on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No | | | | | |
| ***D*** | | ***Related Proceedings*** | | | | | | |
| **D1** | | **Are there any proceedings pending in the Court of First Instance, District Court and/or any Tribunal involving the same parties herein / related parties?**  □ Yes, the other case number(s) is/are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ No *(go to E1)* | | | | | | |
| **D2** | | **If the answer to D1 is “yes”, should those proceedings be consolidated with this action or tried with the present action before the same Judge?** | | | | | | |
|  | | □ | Yes, a court order has been made already | | | | | |
|  | | □ | Yes, I will take out a summons and make an application under Order 4 rule 9 of the Rules of the High Court on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | |  |  | | | | | | |
|  | | □ | Yes, I will apply to transfer case No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Court of First Instance on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| ***E*** | | ***Split trial*** | | | | | | |
| **E1** | | **Do you intend to apply for split trial in this case?**  □ Yes, I will do so on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ No | | | | | | |
| ***F*** | | ***Evidence*** | | | | | | |
| **F1** | | **Have you served any list of documents?** | | | | | | |
|  | | □ | Yes | | | | | |
|  | | □ | No, I intend to serve my list of documents on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(go to F3)* | | | | | |
|  | | □ | No, I do not have any document to disclose *(go to F3)* | | | | | |
|  | |  | | | | | | |
| **F2** | | **If the answer to F1 is “yes”, do you intend to serve any supplemental list of documents?** | | | | | | |
|  | | □ | Yes, I intend to do so on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No | | | | | |
| **F3** | | **Do you intend to call any witnesses of fact including yourself at the trial?** | | | | | | |
|  | | □ | Yes, I need \_\_\_\_\_ days [after the filing and/or exchange of list of documents / \_\_\_\_\_\_\_\_\_\_\_\_\_]\* to file/serve/exchange the statements of the following witnesses: | | | | | |
|  | |  |  | | | | | |
|  | |  |  | | | | | |
|  | | □ | Yes, I have filed/served/exchanged all witness statements | | | | | |
|  | | □ | No | | | | | |
| ***G*** | | ***Expert evidence on liability (Reminder: Application for expert directions should be made as early as possible after the close of pleadings)*** | | | | | | |
| **G1** | | **Do you intend to adduce expert evidence on liability at the trial?** | | | | | | |
|  | | □ | Yes, I will apply for leave to adduce expert evidence on liability at the trial on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | Yes, expert directions have been given by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(go to G5)* | | | | | |
|  | | □ | No *(go to H1)* | | | | | |
| **G2** | | **I intend to adduce evidence from \_\_\_ expert(s) on liability as follows:** | | | | | | |
|  | | Expert’s name Field of Expertise | | | | | | |
|  | |  | | | | | | |
| **G3** | | **The precise issue(s) to be addressed by the experts on liability is/are:** | | | | | | |
|  | |  | | | | | | |
| **G4** | | **Do you agree to appoint a single joint expert?**  □ Yes. The name of the proposed single joint expert is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **G5** | | **When can your expert complete his expert report?**  □ \_\_\_\_\_ days from [today / date of expert directions / \_\_\_\_\_\_\_\_\_\_\_\_\_\_]\*  □ The report has already been done pursuant to the court’s direction | | | | | | |
| **G6** | | **Is there any need to have examination or inspection by the experts?**  □ Yes □ No *(go to G8)* | | | | | | |
| **G7** | | **If the answer to G6 is “yes”, do you agree to arrange a joint examination or inspection by the experts of each of the parties?** | | | | | | |
|  | | □ | Yes, a joint examination or inspection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by experts of each of the parties [was held / is to be held]\* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | Yes. However, no arrangement has been made for any joint examination or inspection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by experts yet. I suggest that such joint examination or inspection be held within \_\_\_\_ days from [today / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]\* | | | | | |
|  | | □ | No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **G8** | | **Do you agree to have a joint report by experts of each of the parties pursuant to Order 38 rule 38 of the Rules of the High Court?** | | | | | | |
|  | | □ | Yes, I suggest that the experts do attend a “without prejudice” meeting within \_\_\_\_\_ days [after the exchange of their respective expert’s reports / from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]\*, and that they complete the joint report within \_\_\_\_\_ days thereafter | | | | | |
|  | | □ | Yes, the joint report [has already been prepared / will be completed by the experts by \_\_\_\_\_\_\_\_\_\_\_\_\_\_]\* | | | | | |
|  | | □ | No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| ***H*** | | ***Expert evidence on quantum (Reminder: Application for expert directions should be made as early as possible after the close of pleadings)*** | | | | | | |
| **H1** | | **Do you intend to adduce expert evidence on quantum at the trial?** | | | | | | |
|  | | □ | Yes, I will apply for leave to adduce expert evidence on quantum at the trial on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | Yes, expert directions have been given by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(go to H5)* | | | | | |
|  | | □ | No *(go to I1)* | | | | | |
| **H2** | | **I intend to adduce evidence from \_\_\_ expert(s) on quantum as follows:** | | | | | | |
|  | | Expert’s name Field of Expertise | | | | | | |
|  | |  | | | | | | |
| **H3** | | **The precise issue(s) to be addressed by the experts on quantum is/are:** | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
| **H4** | | **Do you agree to appoint a single joint expert?**  □ Yes. The name of the proposed single joint expert is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **H5** | | **When can your expert complete his expert’s report?**  □ \_\_\_\_\_ days from [today / date of expert directions / \_\_\_\_\_\_\_\_\_\_\_\_\_\_]\*  □ The report has already been done pursuant to the court’s direction | | | | | | |
| **H6** | | **Is there any need to have examination or inspection by the experts?**  □ Yes □ No *(go to H8)* | | | | | | |
| **H7** | | **If the answer to H6 is “yes”, do you agree to arrange a joint examination or inspection by the experts of each of the parties?** | | | | | | |
|  | | □ | Yes, a joint examination or inspection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by experts of each of the parties [was held / is to be held]\* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | Yes. However, no arrangement has been made for any joint examination or inspection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by experts yet. I suggest that such joint examination or inspection be held within \_\_\_\_ days from [today / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]\* | | | | | |
|  | | □ | No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **H8** | | **Do you agree to have a joint report by experts of each of the parties pursuant to Order 38 rule 38 of the Rules of the High Court?** | | | | | | |
|  | | □ | Yes, I suggest that the experts do attend a “without prejudice” meeting within \_\_\_\_\_ days [after the exchange of their respective expert’s reports / from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]\*, and that they complete the joint report within \_\_\_\_\_ days thereafter | | | | | |
|  | | □ | Yes, the joint report [has already been prepared / will be completed by the experts by \_\_\_\_\_\_\_\_\_\_\_\_\_\_]\* | | | | | |
|  | | □ | No, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| ***I*** | | ***Interlocutory Applications*** | | | | | | |
| **I1** | | **Do you intend to apply for security for costs?**  □ Yes, and I will make an application on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ No | | | | | | |
| **I2** | | **Are there any other interlocutory applications that you intend to make which have not been mentioned in this questionnaire (for example, summary judgment, specific discovery, etc.)?** | | | | | | |
|  | | □ | Yes, I will make an application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No | | | | | |
| **I3** | | **Have you made/brought any other interlocutory application(s) or appeal(s) which has/have not been disposed of by the court?** | | | | | | |
|  | | □ | Yes, the application(s)/appeal(s) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which was/were taken out on \_\_\_\_\_\_\_\_\_\_\_\_\_\_will be [heard by the court on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / fixed to be heard]\* | | | | | |
|  | | □ | No | | | | | |
| **I4** | | **Are there any outstanding directions which are yet to be complied with by you?** | | | | | | |
|  | | □ | Yes, the following directions have not yet been complied with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and I expect to comply with the above directions on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No | | | | | |
| **I5** | | **Are there any outstanding directions which are yet to be complied with by the other parties?** | | | | | | |
|  | | □ | Yes, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has not yet complied with the following directions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No | | | | | |
| ***J*** | | ***Case Management Conference / Pre-Trial Review / Trial Date*** | | | | | | |
| **J1** | | **Do you request to have a Case Management Conference date fixed?**  □ Yes □ No | | | | | | |
| **J2** | | **Do you request to have a trial date / trial period fixed at the forthcoming Case Management Summons hearing?**  □ Yes □ No | | | | | | |
| **J3** | | **Do you request to have a Pre-Trial Review before the trial?**  □ Yes □ No | | | | | | |
| ***K*** | | ***Long Cases*** | | | | | | |
| **K1** | | **Do you estimate that the trial of the present case will last for 15 days or more?**  □ Yes □ No *(go to L1)* | | | | | | |
| **K2** | | **If the answer to K1 is “yes”, have you made any application to have the matter assigned to a trial judge pursuant to PD 5.7?** | | | | | | |
|  | | □ | Yes, the case has been assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | Yes, but the case has not been assigned to any judge | | | | | |
|  | | □ | No, I will make an application on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| ***L*** | | ***Proposed Directions*** | | | | | | |
| **L1** | | **Have you attached any proposed directions to this questionnaire/ filed a consent summons pursuant to Order 25 rule 1 of the Rules of the High Court?** | | | | | | |
|  | | □ | Yes, I have attached proposed directions herewith | | | | | |
|  | | □ | Yes, consent summons has been filed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | □ | No, but I agree with the directions proposed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | |  |  | | | | | |
|  | | □ | No proposed directions or consent summons has been attached/filed as I am not legally represented. | | | | | |
| ***M*** | | ***Other matters*** | | | | | | |
| **M1** | | **Set out any other information you consider will help the court in case management.** | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
| ***N*** | | ***Brief Factual Background and Issues*** | | | | | | |
| **N1** | | **You are required to attach with this questionnaire a one-page summary of the brief factual background of this case and the issue(s) to be tried. Have you done so?**  □ Yes □ No | | | | | | |
| ***O*** | | ***Declaration*** | | | |  | |  |
|  | | I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the [1st/2nd/\_\_\_]\* [Plaintiff / Defendant / \_\_\_\_\_\_\_\_\_\_\_\_\_]\*, declare that the above answers are true and accurate to the best of my information and belief.  **OR**  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, solicitor for the [1st/2nd/\_\_\_]\* [Plaintiff / Defendant / \_\_\_\_\_\_\_\_\_\_\_\_\_]\*, having the conduct of this case, declare that the above answers are true and accurate to the best of my information and belief. | | | | | | |
| Signed:  [Solicitors for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]\* | | | | | | | Date: | |

To: