

## APPENDIX B

	<b>In the District Court</b>	
	<b>Case No.</b> Always quote this	

Filed by: [**Petitioner / 1<sup>st</sup> Applicant / 1<sup>st</sup> Respondent / 2<sup>nd</sup> Applicant / 2<sup>nd</sup> Respondent / 1<sup>st</sup> Intervener / 3<sup>rd</sup> Respondent / 2<sup>nd</sup> Intervener**]\*

Between	<b>Petitioner / 1<sup>st</sup> Applicant*</b>  Solicitor's Reference:	and	<b>1<sup>st</sup> Respondent / 2<sup>nd</sup> Applicant*</b>  Solicitor's Reference:
	<b>2<sup>nd</sup> Respondent / 1<sup>st</sup> Intervener*</b>  Solicitor's Reference:		<b>3<sup>rd</sup> Respondent / 2<sup>nd</sup> Intervener*</b>  Solicitor's Reference:

### ***Instructions:***

1. *This Checklist is to be lodged with the court by the parties to the preliminary issues proceedings not less than 7 days prior to the Directions Hearing / PTR Hearing.*
2. *Please make a tick in the box if you confirm the statement and make a cross in it if you are unable to confirm the statement or if the statement is not applicable.*
3. *Please delete the inappropriate in the square brackets denoted by\*.*

1.	<input type="checkbox"/> I confirm that I do not intend to add another party to this case.
2.	<input type="checkbox"/> I intend to add the following person(s) as Respondent(s): <hr/> <hr/> <hr/>

<i>(Question 3 is applicable if there are no pleadings in these preliminary issues proceedings)</i>	
3.	<input type="checkbox"/> There are no pleadings in these preliminary issues proceedings. There is an order dated _____ <i>(please fill in the date of the order)</i> by the court that these preliminary issues proceedings shall be tried without pleadings.  <i>(Please go to Question 11 to continue with this Checklist)</i>
<i>(Questions 4 to 10 are applicable if there are pleadings in these preliminary issues proceedings)</i>	
4.	<input type="checkbox"/> I confirm that my pleadings are in order and I do not intend to amend any pleadings.
5.	<input type="checkbox"/> I intend to apply within _____ days to amend the following pleadings: <hr/> <hr/> <hr/>
6.	<input type="checkbox"/> I confirm my pleadings have been verified by Statement of Truth.
7.	<input type="checkbox"/> I confirm that I do not intend to request Further and Better Particulars of any pleadings.

8.	<input type="checkbox"/> I intend to take out an application within _____ days for Further and Better Particulars of the following pleadings:  <hr/> <hr/> <hr/>
9.	<input type="checkbox"/> I confirm that there is no outstanding request(s) for Further and Better Particulars.
10.	<input type="checkbox"/> The request(s) made by _____ for Further and Better Particulars as set out in the following [letter of request(s) / request(s) / summons]* is / are outstanding:  <hr/> <hr/> <hr/> <p>and</p> <input type="checkbox"/> I intend to provide an answer within _____ days.  <p>OR</p> <input type="checkbox"/> I do not intend to provide an answer because (please state the reasons)  <hr/>
11.	<input type="checkbox"/> There is an order dated _____ ( <i>please fill in the date of the order</i> ) for the filing and exchange of list of documents. I confirm that I have filed and served my list of documents.
12.	<input type="checkbox"/> [I have no documents to disclose. / I intend to file and serve a list of documents within _____ days.]*
13.	<input type="checkbox"/> I confirm discovery has completed.  <p>OR</p>

	<input type="checkbox"/> I am unable to confirm at this stage because: <hr/>
14.	<input type="checkbox"/> I confirm I have given notice(s) of hearsay evidence. OR <input type="checkbox"/> I confirm I have notice(s) of hearsay evidence to give. OR <input type="checkbox"/> I am unable to confirm at this stage because: <hr/>
15.	<input type="checkbox"/> I confirm that I do not intend to call any witnesses of fact including myself at the trial.
16.	<input type="checkbox"/> There will be ____ witness(es) at the trial [including myself]* whose full name(s) are as follows: <hr/> <hr/> <hr/>
17.	<input type="checkbox"/> I have filed and served the following witness statements from myself: (a) _____ dated _____; (b) _____ dated _____.
18.	<input type="checkbox"/> I have filed and served the following witness(es) statement(s) relating to these preliminary issues proceedings: (a) _____ dated _____; (b) _____ dated _____; (c) _____ dated _____.
19.	<input type="checkbox"/> I confirm that I do not seek leave to file any further statement(s) from myself / my witness(es).

20. ☐ I seek leave to file and serve a statement(s) from my witness(es) whose full name(s) is / are \_\_\_\_\_ on or before \_\_\_\_\_ / within \_\_\_\_\_ days, and the nature of his / her evidence is:

<u>Name(s)</u>	<u>Nature of Evidence</u>
(1) _____	_____
(2) _____	_____
(3) _____	_____

21. ☐ I will be applying for a subpoena in respect of \_\_\_\_\_ (*please fill in the name(s)*) on or before \_\_\_\_\_ / within \_\_\_\_\_ days.

22. ☐ I [object / do not object]\* to an order that the [the Petitioner / the 1<sup>st</sup> Applicant / the 1<sup>st</sup> Respondent / the 2<sup>nd</sup> Applicant / the 2<sup>nd</sup> Respondent / the 1<sup>st</sup> Intervener / the 3<sup>rd</sup> Respondent / the 2<sup>nd</sup> Intervener]\* file and serve / exchange a (further) statement from his / her witness(es) \_\_\_\_\_ on or before \_\_\_\_\_ / within \_\_\_\_\_ days.

23. ☐ I confirm that I do not intend to adduce expert evidence at the trial of these preliminary issues proceedings.

24. ☐ I seek leave to adduce expert evidence at the trial of these preliminary issues proceedings as follows:

Expert's Name	SJE / Inst uted by	Field of Expertise	Report Date	Oral Evidence Required / Not Required

25. ☐ The issues that will be addressed by the expert(s) are:

\_\_\_\_\_

\_\_\_\_\_

26. ☐ I confirm that I am agreeable to the appointment of a single joint expert.

☐ I am not agreeable to the appointment of a single joint expert for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

☐ The parties have appointed a single joint expert, namely \_\_\_\_\_.

☐ I confirm that there is joint report(s) by expert(s) of each of the parties dated \_\_\_\_\_.

27. ☐ I seek an order that:

☐ The parties do within \_\_\_\_ days attempt to agree on the valuation of the following assets.

\_\_\_\_\_

\_\_\_\_\_

☐ Failing agreement, the parties do within \_\_\_\_ [days / weeks]\* nominate a single joint expert to value the same, such report to be available to the court not less than \_\_\_\_ [days / weeks]\* prior to \_\_\_\_\_.

☐ In the event that the parties are unable to agree on the identity of the single joint expert, the parties shall inform the court by way of a joint letter, each party nominating \_\_\_\_ options for the single joint expert, and shall seek [written]\* directions from the court as to the appointment of the single joint expert.

28. ☐ I confirm I have served all expert report(s) and the name(s) and field of expertise of my expert(s) are as follows:

Expert's Name	Field of Expertise

29.	<input type="checkbox"/> I confirm all my expert(s) have been served with a copy of the Code of Conduct for expert witness under Appendix D to the Rules of the High Court.
30.	<input type="checkbox"/> I confirm each party's expert report(s) have been verified by Statements of Truth and contain a declaration in compliance with Order 38, rule 37C(1).
31.	<input type="checkbox"/> I intend to adduce the expert report(s) as evidence at trial without calling the maker thereof.
32.	<input type="checkbox"/> I have perused the pleadings, witness statement(s) and expert report(s) filed by other parties and confirm I will not require the other party(ies) / witness / expert to file a Statement of Truth.
33.	<input type="checkbox"/> I confirm that there is no outstanding direction to be complied with.
34.	<input type="checkbox"/> The following direction(s) has / have not been complied with:  <hr/> <hr/> <hr/>
35.	<input type="checkbox"/> I confirm that there are no outstanding interrogatories.
36.	<input type="checkbox"/> There are outstanding interrogatories and I intend within ____ days to [provide an answer / take out an application]*.
37.	<input type="checkbox"/> I confirm that I do not intend to administer interrogatories.
38.	<input type="checkbox"/> I intend to apply within ____ days for leave to serve interrogatories.
39.	<input type="checkbox"/> I confirm that I do not intend to apply for security for costs.
40.	<input type="checkbox"/> I intend to apply within ____ days for security for costs.
41.	<input type="checkbox"/> I confirm that there is no other outstanding interlocutory application.

42.	<input type="checkbox"/> The following interlocutory application(s) is / are outstanding:    
43.	<input type="checkbox"/> I confirm that I do not intend to take out other interlocutory applications.
44.	<input type="checkbox"/> I intend to apply within _____ days for:    
45.	<input type="checkbox"/> I confirm that I do not ask for a Pre-Trial Review.
46.	<input type="checkbox"/> I request a Pre-Trial Review because:    
47.	<input type="checkbox"/> I confirm all steps that ought to be taken to prepare my / our case for trial have been duly taken and complied with.
48.	<input type="checkbox"/> I confirm that it is appropriate to set the case down for trial.
49.	<input type="checkbox"/> It is inappropriate to set the case down for trial at this stage because:   
50.	<input type="checkbox"/> I confirm that my preferred language for trial is [Chinese / English]*  _____ (please fill in the language / dialect) interpreter is required.



51.	<input type="checkbox"/>	I confirm that the earliest date I believe I can be ready for trial is _____.
52.	<input type="checkbox"/>	[I / my solicitors / my trial counsel]* estimate that the trial is likely to last for _____ days.
53.	<input type="checkbox"/>	I have attached hereto a certificate giving time estimates for the trial prepared by [myself / solicitor / trial counsel]. *
54.	<input type="checkbox"/>	I confirm that I have attached my proposed directions.
55.	<input type="checkbox"/>	I confirm that I have attached <input type="checkbox"/> (a) an agreed Chronology; and <input type="checkbox"/> (b) a joint and agreed Statement of Issues in Dispute.
56.	<input type="checkbox"/>	Agreement has not been reached because:  <hr/> <hr/> and I therefore attach:  <input type="checkbox"/> (a) my own Chronology; and <input type="checkbox"/> (b) my own Statement of Issues in Dispute.

## ***H Dispute Resolution***

57.	<input type="checkbox"/>	I confirm that the parties have attended mediation.
58.	<input type="checkbox"/>	I confirm that the parties have not attended mediation because:  <hr/> <hr/>
59.	<input type="checkbox"/>	I confirm that I am willing to attend mediation.
60.	<input type="checkbox"/>	I confirm that I am not willing to attend mediation because:  <hr/> <hr/>

- |     |                          |  |
|-----|--------------------------|--|
| 61. | <input type="checkbox"/> | I confirm that the parties [have / have not]* attempted to settle by engaging in collaborative practice. |
| 62. | <input type="checkbox"/> | I confirm that I [am / am not]*willing to engage in collaborative practice.                              |

***I Other Matters***

63.	<input type="checkbox"/>	I set out below other information that will help the Court in case management: <hr/> <hr/>
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Dated this            day of            , 20

I, \_\_\_\_\_, the [*Petitioner / 1<sup>st</sup> Applicant/ 1<sup>st</sup> Respondent /2<sup>nd</sup> Applicant / 2<sup>nd</sup> Respondent / 3<sup>rd</sup> Respondent / 1<sup>st</sup> Intervener / 2<sup>nd</sup> Intervener / \_\_\_\_\_*]\* declare that the above answers are true and accurate to the best of my information and belief.

Signed:

Date:

**and**

I, \_\_\_\_\_, solicitor for the [*Petitioner / 1<sup>st</sup> Applicant/ 1<sup>st</sup> Respondent / 2<sup>nd</sup> Applicant / 2<sup>nd</sup> Respondent / 3<sup>rd</sup> Respondent / 1<sup>st</sup> Intervener / 2<sup>nd</sup> Intervener \_\_\_\_\_*]\*, having the conduct of this case declare that the above answers are true and accurate to the best of my information and belief.

Signed:

Date:

Address all communications to the Chief Judicial Clerk and quote the case number from page 1. If you do not quote this number, your correspondence may be returned.

Chief Judicial Clerk  
Wanchai Law Courts  
M2 Floor Family Court Registry  
Wanchai Tower  
12 Harbour Road, Hong Kong