IN THE SUPREME COURT

OF VICTORIA

AT MELBOURNE

common law division

employment and industrial list

S ECI [YEAR 00000]

**BETWEEN:**

|  |  |
| --- | --- |
| [Name] | Plaintiff |
|  |  |
| - and - |  |
|  |  |
| [Name] | Defendant |

**PRE-TRIAL CHECKLIST**

*(Information supplied should be in bold characters)*

*(To be completed with Counsel instructed for trial)*

|  |  |
| --- | --- |
| 1. Trial date: | **[insert]** |
| 1. Party lodging checklist: | **[insert]** |
| 1. Name of solicitors: | **[insert]** |
| 1. Name of barristers: | **[insert]** |
| 1. Have you completed preparation of a Court Book (if a Court Book has been ordered) in accordance with all relevant directions?   **[insert]** | |
| 1. If not, when will the preparation be completed?   **[insert]** | |
| 1. Which witnesses of fact do you intend to call?   **[insert]** | |
| 1. Which expert witnesses do you intend to call?   **[insert]** | |
| 1. Do any of the witnesses have special needs (such as a hearing impairment) that need to be accommodated?   **[insert]** | |
| 1. Will an interpreter be required for any witnesses and if so, have any necessary directions already been given?   **[insert]** | |
| 1. Have directions been given for any witnesses to give evidence by video link? If so, have all necessary arrangements been made?   **[insert]** | |

|  |  |  |
| --- | --- | --- |
| Solicitors for the Plaintiff/s |  | Solicitors for the Defendant/s |