

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]

[on separate page]

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

[name] [role of party eg first plaintiff]
 [repeat as required for each additional plaintiff]

#[legal representative (name, firm)]
 #[authorised officer (name)]
 [contact telephone number]

Defendant[s]

[name] [role of party eg first defendant]
 #[legal representative (name, firm)]
 #[authorised officer (name)]
 [contact telephone number]

[repeat as required for each additional defendant]

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

[name] [role of party eg first cross-claimant to first cross-claim]
 [repeat as required for each additional cross-claimant]

[no need to repeat contact details previously provided in this document]

Cross-Defendant[s]

[name] [role of party eg first cross-defendant to first cross-claim]

[only include contact details for new parties whose details do not appear previously in this document]

#[legal representative (name, firm)]
 #[authorised officer (name)]
 [contact telephone number]

[repeat as required for each additional cross-defendant]

[repeat as required for each additional cross-claim]

#[NOTICE OF MOTION WHERE NON-PARTY INVOLVED [DATE]**Applicant[s]**

[name] [role in motion proceedings, eg applicant, and role of party in proceedings, if any]

[only include contact details for new parties whose details do not appear previously in this document]

#[legal representative (name, firm)]
 #[authorised officer (name)]
 [contact telephone number]

Respondent[s]

[name] [role in motion proceedings, eg respondent, and role of party in proceedings, if any]

[only include contact details for new parties whose details do not appear previously in this document]

#[legal representative (name, firm)]
 #[authorised officer (name)]
 [contact telephone number]