**PRE-ACTION MEETING REPORT**

[*SUPREME/DISTRICT/MAGISTRATES*] **Delete all but one** COURT OF SOUTH AUSTRALIA

CIVIL JURISDICTION

[*MINOR CIVIL*] **If applicable**

[*NAME OF LIST*] LIST **If applicable**

**Please specify the Full Name including capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable) for each party. Each party should include a party number if more than one party of the same type.**

First Applicant

First Respondent

|  |  |  |
| --- | --- | --- |
| Lodging Party |  | |
| **Full Name (including Also Known as, capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable))** | |
| Name of law firm / solicitor  **If any** |  |  |
| **Law Firm** | **Solicitor** |

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| **Pre-Action Meeting Report**  ***Note: Only to be completed if the matter does not resolve*** |
| **Date:**  **Form of meeting:** [*Physical/phone/audio visual*]  **Location (if physical meeting):**  **Attendees (including role)**   1. **Applicant:** 2. **Respondent:** 3. **Other Party:** |

**Pre-action Notification Compliance**

|  |  |  |
| --- | --- | --- |
| **Action** | **Date served** | **Any issue taken with compliance** |
| Pre-action notice |  |  |
| Response to Pre-action notice |  |  |
| Have the parties made genuine efforts to resolve the matter? |  |  |

**Agreed Outcome**

|  |  |  |  |
| --- | --- | --- | --- |
| **Further Actions** | **Applicant** | **Respondent** | **Other Party** |
| 1. Identify the main issues in dispute |  |  |  |
| 2. Identify which, if any issues, have been agreed **eg Liability***.* |  |  |  |
| 3. What, if any, further expert evidence is to be obtained and if any agreement has been reached such as joint experts. |  |  |  |
| 4. What if any further disclosure and/or information is required and the time expected for provision. |  |  |  |
| 5. Whether any other party/parties are to be joined. |  |  |  |
| 6. Estimated legal costs if the matter were to proceed to Trial |  |  |  |
| 7. Likely length of Trial |  |  |  |
| 8. Whether an alternative form of dispute resolution, including a further Pre-action meeting, is to be undertaken |  |  |  |
| 9. Parties’ final offer  **Note: not compulsory** |  |  |  |

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| **Certification by Applicant/Applicant’s solicitor** [*names*]  …………………………………………  Signature of  …………………………………………  Name printed  ………………………….  Date  **Certification by Respondent/Respondent’s solicitor** [*names*]  …………………………………………  Signature of  …………………………………………  Name printed  ………………………….  Date  **Certification by Other Party/Other Party’s solicitor** [*names*]  …………………………………………  Signature of  …………………………………………  Name printed  ………………………….  Date |