

<p><b>To be inserted by Court</b></p> <p>Case Number:</p> <p>Date Filed:</p> <p>FDN:</p>
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## 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	<small>Full Name (including Also Known as, capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable))</small>	
Name of law firm / solicitor <small>If any</small>	<small>Law Firm</small>	<small>Solicitor</small>

<p><b>Pre-Action Meeting Report</b></p> <p><i>Note: Only to be completed if the matter does not resolve</i></p>
<p><b>Date:</b></p> <p><b>Form of meeting:</b> [<i>Physical/phone/audio visual</i>]</p> <p><b>Location (if physical meeting):</b></p> <p><b>Attendees (including role)</b></p> <ol style="list-style-type: none"> <li>1. Applicant:</li> <li>2. Respondent:</li> <li>3. Other Party:</li> </ol>

### 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 <small>Note: not compulsory</small>			

#### Certification by Applicant/Applicant's solicitor [names]

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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