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]
Contact email	[email address]

[on separate page]

PARTY AND CONTACT DETAILS

PLAINTIFF['S][S'] CLAIM

Plaintiff[s]	Defendant[s]
[name] [role of party eg first plaintiff] [repeat name and role of party as required for each additional plaintiff] #Legal representative: [solicitor on record] [firm] Contact name and telephone: [name] [telephone] Contact email: [email address]	[name] [role of party eg first defendant] #Legal representative: [solicitor on record] [firm] Contact name and telephone: [name] [telephone] Contact email: [email address]
	[Repeat name, role of party and contact details as required for each additional defendant. For clarity, you may group parties with common legal representation within the same box. See Guide to preparing documents for detail and a sample layout showing how multiple parties sharing the same legal representation should be set out.]

#[FIRST] CROSS-CLAIM

Cross-Claimant[s]	Cross-Defendant[s]
[name] [role of party eg first cross-claimant to first cross-claim] [Repeat name and role of party as required for each additional cross-claimant, Do not repeat contact details previously provided in this document.]	[name] [role of party eg first cross-defendant to first cross-claim] #Legal representative: [solicitor on record] [firm] #Contact name and telephone: [name] [telephone] #Contact email: [email address]
	[Repeat name and role of party as required for each additional cross-defendant. Only include contact details for new parties whose details do not appear previously in this document.]

[repeat as required for each additional cross-claim]