

## Checklist for IRH

It is important that the Court and listing office have all the relevant information. When the Judge has signed this form and agreed its contents, the court will send it to Listing or otherwise discuss it with Listing to fix a trial date. Parties may not always be given the name of the judge or the venue of the hearing at that stage.

Case Name: \_\_\_\_\_ Case Number: CM \_\_\_\_\_

1. Is the case **ready for trial** now or is more evidence going to come in?

*Details with dates:*

2. What is the **earliest date** when the case will be ready for trial?

3. **Threshold:** Is Threshold agreed:? *Yes/No*

Is it accepted that Threshold is crossed in principle on the basis of admissions? *Yes/No*

Has the Judge agreed/ decided that it is necessary and proportionate for other Threshold facts to be tried?

*Give details:*

4. How many **witnesses** will be called at trial in total? \_\_\_\_\_

5. Are any of the witnesses independent experts? Give Details:-

i.

ii.

iii.

6. Could they give evidence by video link? Yes      No

7. Provide details of **dates to avoid** for expert witnesses:

8. Are any **special measures**/ special arrangements for trial required?

(eg interpreters, screens, secure dock, intermediaries, child seeing judge, video link etc)

*Details:-*

9. Is there an agreed, completed and approved **trial timetable**?

*Yes (and attached to this document)*

*No because*

10. How many days are realistically needed for the trial *including for pre-reading and Judgment/Reasons?*

\_\_\_\_\_ *hours/ days*

11. Does listing have to take into account **dates to avoid** for any other witnesses? Provide dates of non-availability

*Please provide relevant details of such witnesses and dates to avoid:*

12. Is there a good reason why a particular advocate needs to be present? Why? Has the Judge agreed?

*Dates to avoid for the next month to be made available below:*

**For the Judge Only to complete**

13. **Allocation:** Considering the issues remaining in dispute, could the case be heard by/re-allocated to:-

a. A DJ or DJ (MC)? Yes/No

b. A CJ? Yes/No

c. S9 CJ? Yes/No

14. Is there a need for judicial continuity at trial? Or a preferred judge? If so state why and who the Judge should be?

15. Is there any judge/magistrate it should **not** be before? (for example if a robust view was given at IRH).

16. Is there a real possibility (in your view) that the case will settle at or before trial?

17. Might the case be suitable to 'float' (for example, a 1 or 2 day case which could be floated at the end of the week)?

Completed by: \_\_\_\_\_ (Name of Judge):

Date:

**The hope is to list before 26 weeks; if not then within 2-4 weeks of the IRH.**