



Trial Preparation Settlement Conference

Pre-Trial Orders

In the Provincial Court of British Columbia
(Small Claims Court)

REGISTRY FILE NUMBER:

Party: _____

The following must be brought to the trial preparation settlement conference. Documents prepared by you for the Court should be in typed format where possible. These documents need to be collected and put together in an organized fashion with a copy for the Judge and a copy for the other party(s).

Statement of facts in the order events happened in numbered paragraphs

List of persons who have information and will attend trial and a brief summary of what each witness will say under oath

Details of claim calculations

Documents that are relevant to the evidence
(contracts, cheques, work orders, invoices, etc.)

Photographs that assist descriptions (if any)

Repair estimates (if any)

Expert reports (if any)

Other _____

If you intend to make a settlement offer according to Rule 10.1, *Civil Rules*, you may do so prior to the pre-trial, during the pre-trial or within 30 days of the pre-trial. **If you do not make a settlement offer you cannot ask for the 20 per cent cost penalty under Section 10.1(7).**

Ordered:

Date: _____

Signature of Judge