

QUEEN'S BENCH DIVISION - MASTER'S SUMMONS COURT

CASE INFORMATION FORM

Please refer to the Queen's Bench Master's guidance published [here](#)

This form should be completed **collaboratively** by the legal representatives for all parties or the Litigant in Person in typewritten form, copied to those parties and submitted to the Central Office centraloffice@courtsni.gov.uk at least **FIVE** working days before the court date.

COURT DATE:	30 April 2021
ICOS REF:	21/123456
CASE TITLE:	A Plaintiff v A Defendant
ORDER / RELIEF SOUGHT	<p>This matter is listed for an Administrative Review (2nd Review) before the Master on 30/4/21.</p> <p>The parties seek an order for directions and a date for further review before the Master.</p>
AGREED DIRECTIONS (IF APPLICABLE)	<p>Where the parties agree, the directions/issues /order can be considered without an oral hearing, please attach any written position papers/submissions and expert reports relied on.</p> <p>The parties have agreed the following directions</p> <ol style="list-style-type: none"> 1. Plaintiff to serve replying affidavit by (date) 2. Defendant to serve any rejoinder within 2 weeks of service of the replying affidavit i.e. by (date) 3. Each side to exchange and lodge written submissions by (date) 4. List for further review by Master on (date) <p>DRAFT AGREED ORDER ATTACHED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Where the directions are not fully agreed, but the matter is urgent, please provide draft directions for each party.</p> <p>To be attached in 1 x A4 page Font 12 if necessary.</p>
ISSUES IN DISPUTE	<p>Please summarise the core issues requiring judicial adjudication, to be attached in 1 x A4 page Font 12, highlighting any contentious matters.</p>

This matter was previously listed for an administrative review before the Master on (Date) and adjourned until 30/4/21 to allow the Plaintiff's solicitor to take their client's instructions, however Counsel for the Plaintiff and the Defendant have discussed the matter and no resolution has been reached.

As a resolution has not been agreed between the parties either (a) the matter should be listed for remote hearing, or (b) the Master's directions sought in respect of dealing with the matter by way of written submissions. We consider that paper submissions would be appropriate in this matter should the Master agree.

HEARING REQUIRED

If the parties cannot agree a position and there is a need for the matter to be resolved by the court, please select preferred option and provide any relevant information to support your preference.

REMOTE HEARING (Sightlink / WebEx)

LIVE HEARING (in Person in a Courtroom)

(Please note that capacity within the courtroom is restricted to ensure all attendees can maintain effective social distancing. Therefore it may not be possible to accommodate all attendees in the courtroom)

HYBRID HEARING (partly live/ partly remote)

TELEPHONE CONFERENCE

Please also confirm:

- The number of attendees:
- The time estimate:
- Details of proposed arrangements for any parties, witnesses or representatives to attend by live link or telephone link:

The Master may, upon reviewing the papers direct which form of hearing is most appropriate; therefore it is important that you provide any relevant information to support your preference.

COMPLETED BY

Solicitor A **On behalf of Plaintiff**
 xxxxxxx Solicitors
 Belfast
 Tel:

Solicitor B **On behalf of Defendant**
 xxxxx Solicitors
 Belfast
 Tel:

DATED: xx /xx/xxxx

FOR JUDICIAL USE ONLY

Reviewed By : _____ (Name of Master)

On: _____

If an oral hearing is directed, please indicate if it is by:

REMOTE HEARING (Sightlink / WebEx)

LIVE HEARING (in Person in a Courtroom)

HYBRID HEARING (partly live/ partly remote)

TELEPHONE CONFERENCE

Master's Order / Directions:

COURT OFFICE USE ONLY

Order / directions resulted on ICOS by _____ on _____

Arrangements made for hearing (if applicable) as follows: