

**Court Issue Checklist:**

OUR REF: { MERGEFIELD "MATTER\_FEE\_EARNER\_ID" }/{ MERGEFIELD "Client\_No" }  
 }/{ MERGEFIELD "Matter\_No" }

**ISSUE CHECKLIST**

*(NB:- the checklist below is subject to Limitation)*

<b>ACTION</b>	<b>CHECK</b>
Has the 3 month protocol period passed?	
Has there been any disclosure of requested documents so far?	
If not, have you made a Part 8 application for pre-action disclosure	
<b>CPR 31.16(3) – Application for pre-action disclosure checklist</b>	
- have you got the correct D service address?	
- correct legal status? (Do a Companies House search)	
- is the D solvent? – if not it may not be worth making an application	
- have you completed N215 - Certificate of Service?	
- have you completed N251 - Notice of Funding?	
- have you prepared N260 - breakdown of costs for the hearing?	
If you have obtained all requested documents and liability is still not resolved, have you obtained medical evidence, special losses and put forward a reasonable Part 36 offer to settle on liability and/or quantum?	
Have you instructed Counsel to prepare Particulars of Claim?	
Have you completed the Claim Form?	
Correct D(s) service address(es) and solvent? (Do Companies House search)	
Correct Court and track?	
Does bundle include medical evidence, Schedule of Loss, Particulars of Claim and N1 Claim form?	
Does the medical evidence and statement of case reflect the accident circumstances correctly and is the schedule up to date?	
Supervisor checked and signed off claim form?	
Have you completed N251 - Notice of Funding?	
ATE Insurance in place if required?	
Have you done a cheque request for the correct amount and is the cheque signed?	
If RTA, have you sent s.152 notice of issue?	

**Signed .....**(Supervisor)

**Dated.....**

**INFANT APPROVAL CHECKLIST**

Have you received the offer letter confirming Part 36 agreed?	
Have you got Counsel's advice on your settlement?	
If a scarring claim, have you got photos?	
Is N208 Claim form completed?	
Is N2442 Application notice completed?	
Has the Litigation Friend signed N235 Certificate of Suitability?	
Have you uploaded N292 – Order of settlement on behalf of child/patient to be sent to Counsel on day of hearing?	
Is N251 Notice of Funding completed?	
Is N215 Certificate of Service completed?	
Does your bundle include all relevant medical evidence and photos if needed? (especially if a scarring claim)	
Is N260 breakdown of costs prepared?	

**Signed** .....(Supervisor)

**Dated**.....