

Inspection of documents.	<p>Each party inspects the other's documents and requests copies of relevant documents.</p> <p>Inspection can normally commence within 7 days of exchange of lists.</p>
Expert evidence, instructing an expert and assisting in the preparation of the evidence.	Parties generally agree to a time period for this step and/or a time period is ordered by the court at the first case management conference. Preparation of evidence follows disclosure of documents.
Drafting witness statements of fact.	<p>Parties generally agree to a time period for this step and/or a time period is ordered by the court at the first case management conference.</p> <p>The timetable estimate depends on the number of witnesses and extent of evidence required to prove claim and possibly defend a counterclaim. These statements are important and must be true. They will cross reference important documents. They will form the basis of evidence at trial.</p>
Other party's witness statements and drafting any supplementary witness statements of fact.	Parties generally agree to a time period for this step and/or a time period is ordered by the court at the first case management conference.
Other interlocutory and pre-trial issues which arise during the course of the preparation for trial.	There are a variety of procedural or tactical applications that can be made from time to time depending on circumstances.
Pre-trial review.	The court will consider whether to hold a pre-trial review on receipt of the listing questionnaires. A pre-trial review is likely to be held in any significant case. The purpose of the review is for the court to be satisfied that all parties are ready for trial and to prepare a timetable for trial.
Preparation for trial including preparation of bundles of documents.	Time periods will be set at pre-trial review conference with judge. Bundling of documents is a time consuming exercise for which accuracy is vital. These bundles are used by all parties, the judge and witnesses at trial and discrepancies have a significant impact on the smooth running of any trial.
Preparation of written "skeleton" arguments prior to hearing, to assist the judge.	Both parties are required to supply a written outline of their cases and arguments prior to trial.
Attendance at trial.	The length of the trial will depend on the legal and factual issues which require resolution. This will become clearer once the statements of case have been served and issues identified by the parties.
Judgment.	<p>In a complex case, it is unlikely that the judge will give an immediate judgment. He will "reserve" his judgment to a later date.</p> <p>Usually a draft of the judgment is provided confidentially to solicitors and counsel (but not clients) some days before being handed down. This enables them to prepare submissions on costs and prepare any applications for permission to appeal.</p>
Award and assessment of costs.	<p>Normally costs follow the event, that is, they are awarded to the "winning" party. However, costs are in the discretion of the court and the order may be mixed depending on the actual outcome of the trial. Part 36 offers may have an impact on costs orders.</p> <p>The calculation of costs payable is either by agreement or by assessment. In assessment an officer of the court considers which costs and expenses were reasonably incurred. Normally this would equate to about 70% of costs paid by the party.</p>
Settlement negotiations/ADR	At all stages of the proceeding, the parties can enter into settlement negotiations or agree to mediate. In general, the most appropriate times to consider a settlement are after the filing of the claim and defence or after the exchange of witness statements. Settlement is usually a sensible option for both parties in order to save the costs of continuing with litigation and to eliminate risk.