

FORM 261 - Rule 261

NOTICE OF PRE-TRIAL CONFERENCE

(General Heading - Use Form 66)

NOTICE OF PRE-TRIAL CONFERENCE

TO THE PARTIES AND THEIR SOLICITORS:

PURSUANT TO the requisition filed by _____ on _____, a pre-trial conference will be held on _____ at _____ at _____.

ALL PARTIES OR THEIR AUTHORIZED REPRESENTATIVES must participate together with all solicitors of record, unless the Court directs otherwise.

A PRE-TRIAL CONFERENCE MEMORANDUM in accordance with subsection 258(3) of the Federal Courts Rules must be served and filed by each party no later than _____.

PARTICIPANTS MUST BE PREPARED TO ADDRESS

(a) the possibility of settlement of any or all of the issues in the action and of referring any unsettled issues to a dispute resolution conference;

(b) simplification of the issues in the action;

(c) definition of any issues requiring the evidence of expert witnesses;

(d) the possibility of obtaining admissions that may facilitate the trial;

(e) the issue of liability;

(f) the amount of damages, where damages are claimed;

(g) the estimated duration of the trial;

(h) the advisability of having the Court appoint an expert to give testimony at the trial;

(i) the advisability of a reference;

(j) suitable dates for trial;

(k) the necessity for interpreters or simultaneous interpretation at the trial;

(l) whether a notice of constitutional question needs to be served under section 57 of the Federal Courts Act;

(m) the content of the trial record; and

(n) any other matter that may promote the timely and just disposition of the action.

YOU ARE REQUIRED TO CONFIRM YOUR ATTENDANCE, either in person or by teleconference, by telephoning:

Issued by: _____

Address of local office: _____

SOR/2004-283, s. 35