**MASTER FILE LIST – CIVIL LITIGATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **File #/Client Information** | **Matter(s) or Issue(s)** | **Key Dates** | **Pleadings** | **Disclosure of Information** | **Next Procedural Date** | **Communication** | **Next Step and Diary Date** | **Financial** |
| **1** | **File:** 12345  **Client:** Full Name(s)  **Opposite Counsel:**  Full Name  **Opposite Party:**  Full Name | Negligence | **Limitations**  January 15/25  **Drop Dead**  **Other** | **Statement of Claim/ Defence**  **Demand for Notice**  **Counterclaim/Crossclaim**  **Filed** SoC Oct 28/23  **Served** | **Affidavit of Records /Interrogatories**  Mar 23/24  **Questioning**  July 12/24  **Responses/**  **Undertakings**  Sept 9/24  **Other** | **PHC**  **JDR**  **Med/ARB**  **Chambers**  **Trial** | **Communication:**  **Client:**  Nov 8/23  Dec 6/23  Jan 9/24  Feb 12/24  **OC/OP:**  (dates)  **Others:**  (dates)  **Next Step:**  (List) | **Next DiaryDate:**  Aug 20/24 | **In trust**  $$  **A/R**  $$  **WIP**  $$ |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
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| **11** |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |