**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 8/23Dec 6/23Jan 9/24Feb 12/24**OC/OP:**(dates)**Others:** (dates)**Next Step:**(List) | **Next DiaryDate:**Aug 20/24 | **In trust**$$**A/R**$$**WIP**$$ |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
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| **11** |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |