



Privileged and confidential

This document is designed to assist both the client and counsel in keeping track of key events in the conduct of litigation. It is not applicable where the brief to counsel is solely concerned with seeking advice and/or where no proceedings have been commenced.

Court Chronology of Events¹

Date²:

Date ³	Event ⁴	Document Reference ⁵	Comment ⁶	Page in Brief ⁷
1 October 2018	Statement of claim filed in the Supreme Court of NSW by ABC Limited claiming \$1.1M in damages, plus interest and costs against Defendant Pty Limited.	Statement of Claim		
5 October 2018	Statement of claim served.	Letter ABC lawyers to Defendant Pty Ltd dated 5 October 2018	Statement of Claim was not served personally.	
12 October 2018	Directions in Supreme Court of NSW before Registrar Smith. Order made: [Set out orders]	Order		
25 October 2018	Defence of Defendant Pty Ltd filed and served.	Defence		

¹ A court chronology of events is a 'live' document and should be updated before and after all key steps in the proceedings including service of documents or a directions hearing. Keeping it up to date saves time and money and assists to quickly prepare letters, affidavits, prepare for directions hearings or interlocutory applications.

² Include the date that the chronology was last updated.

³ Date that legal proceedings were commenced.

⁴ Specify which court or tribunal proceedings were commenced in. Note the proceeding number. Note the nature of the causes of action. Note the sum claimed. List all of the parties. If referring to a corporate entity - use the full legal entity name, ABN, ACN if available. If referring to people - include full name and date of birth.

⁵ Identify the relevant court document eg statement of claim, originating application etc.

⁶ This column is optional, but can be useful for including a comment or drawing counsel's attention to an issue.

⁷ This is optional, but it can be efficient to refer to the page in the brief where the document appears.