

Annexure D

**SMALL CLAIMS DIVISION  
CASE MANAGEMENT ORDER**

**COURT DETAILS**

Court  
Division  
Registry  
Case number

**TITLE OF PROCEEDINGS**

First plaintiff  
Number of plaintiffs  
First defendant  
Number of defendants

**HEARING DETAILS**

Date:  
Time:  
Place:

**Last Date for Exchange and Filing of Documentary Evidence:**

***Case Management Order:***

1. Unless the court makes an order permitting oral evidence to be given at the hearing, the proceedings will be determined on the basis of the written witness statements and other documentary material that is filed and served no later than the date referred to above (being no later than 14 days before the hearing).
2. The court may allow any documents produced under subpoena issued with the leave of the court or produced under a notice to produce to be admitted as evidence.
3. If a party fails to file and serve affidavits and other documentary material at least 14 days before the hearing then the court may refuse to allow the party to rely on that evidence at the hearing.
4. The hearing will be conducted with as little formality as possible. The rules of evidence do not apply at the hearing.
5. Each party will have the opportunity to attend and make comments and present arguments and provide final submissions on the evidence.
6. If a party fails to attend the hearing the court may strike out the statement of claim or defence.

**Signature  
(Date)**