

ORGANIZING YOUR DOCUMENTS FOR SMALL CLAIMS COURT

You must bring all relevant documents & reports to your settlement conference (Rule 7(5)). If you are not able to settle your lawsuit at the settlement conference the judge may order you to prepare your evidence for trial or for a trial preparation settlement conference in the manner set out below. Having your evidence organized this way even before the settlement conference may encourage the other party to settle, and can save you work later on if you must go to trial.

1. Documents prepared by you for the Court should be typed if possible.
2. Documents need to be collected and put together in an organized fashion - a binder or folder with an index page and tabbed dividers is a good way to organize documents so the Judge can understand your case.
3. Bring a copy for the Judge and a copy or copies for the other party(ies).
4. Prepare the following:
 - a) Statement of facts in the order events happened in numbered paragraphs
 - b) List of people who have information and will attend trial and a brief summary of what each of these witnesses will say when they testify at the trial
 - c) Details of your claim or counterclaim calculations
 - d) Documents that are relevant to the evidence (contracts, cheques, work orders, invoices, etc.)
 - e) Photographs that assist descriptions (if any)
 - f) Repair estimates (if any)
 - g) Expert reports (if any)
 - i) Any other evidence you think is helpful to your case
 - j) Any legal research you have done.