<<cs\_{displayComments}>>

Note: Conditional section – Cloud version

Referenced Template Fields

CCD Definition File: CCD\_Definition\_CMC\_Multiparty

|  |  |  |  |
| --- | --- | --- | --- |
| CCD Field | Defined in current CCD File | Input to template from CCD | Notes |
| referenceNumber | Yes | Yes |  |
| countyCourt.name | No | Yes | New field |
| countyCourt.address | No | Yes | New field |
| claimant.partyName | Yes | Yes |  |
| defendant.partyName | Yes | Yes |  |
| preferredCourt | Yes | Yes |  |
| preferredCourtAddress | No | Yes | New field |

Template Content

<<es\_>>

|  |  |  |
| --- | --- | --- |
| **ORDER** | **In the County Court**  **at <<countyCourt.name>>**  **District Judge <<judicial.lastName>>** | Case number:  << referenceNumber >> |

|  |  |  |
| --- | --- | --- |
| **Parties** | <<{toUpperCase(claimant.partyName)}>> | Claimant |
|  | <<{toUpperCase(defendant.partyName)}>> | Defendant |

On <<{dateFormat(order.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>>

District Judge <<judicial.lastName>> sitting at County Court <<countyCourt.name >>, <<countyCourt.address>>

**The court has stated:**

<<$rowNum={round(0)}>>

<<cs\_{directionsStatement1isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| (<<$rowNum>>) | The defendant <<defendant.partyName>> may be helped by the small claims mediation service |

<<es\_>>

<<cs\_{directionsStatement2isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| (<<$rowNum>>) | The defendant <<defendant.partyName>> may be helped by speaking to a friend and bringing that friend to any further hearing for moral support and help |

<<es\_>>

<<cs\_{directionsStatement3isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| (<<$rowNum>>) | The defendant <<defendant.partyName>> may be helped by going to Shelter or the CAB |

<<es\_>>

<<cs\_{directionsStatement4isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| (<<$rowNum>>) | The Advice Now website may help the defendant <<defendant.partyName>> what to do next |

<<es\_>>

<<cs\_{directionsAdditionalStatement1=null}>>

<<else>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| (<<$rowNum>>) | <<directionsAdditionalStatement1>> |

<<es\_>>

**ordered that**

<<$rowNum={round(1)}>>

|  |  |
| --- | --- |
| 1 | The case is allocated to the small claims track.  The following steps must be taken as shown: |

|  |  |  |
| --- | --- | --- |
|  | **Steps to be taken** | **Final Date** |

<<cs\_{orderDirections1isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | The defendant must send to the court (serve) and to <<claimant.partyName>> the defence.  The defence must:   * Tell the court which parts of the claim are agreed, which are denied and which she does not know about. * Set out the against each paragraph in the Particulars of Claim the defendant’s response to the paragraph. * Set out any extra information about the claim that the defendant wishes to tell the court about. | <<{dateFormat(orderDirections1.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{orderDirections2isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | The claimant <<claimant.partyName>> must send to the other side and the court your own witness statement and also witness statements from anyone who might support your case and   1. Attach to your witness statements all the documents that you wish to rely on at court in date order. 2. Number each page of the documents that are attached to the witness statement. 3. Attach a front page saying “These are the documents attached to the witness statement of [*insert your name*] dated [*insert date of witness statement*]. | <<{dateFormat(orderDirections2.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{orderDirections3isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | The defendant <<defendant.partyName>> must send to the other side and the court your own witness statement and also witness statements from anyone who might support your case and   1. Attach to your witness statements all the documents that you wish to rely on at court in date order 2. Number each page of the documents that are attached to the witness statement   Attach a front page saying “These are the documents attached to the witness statement of [insert your name] dated [insert date of witness statement]. | <<{dateFormat(orderDirections3.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{orderDirections4isIncluded}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | The claimant must send to <<claimant.partyName>> copies of their housing file. | <<{dateFormat(orderDirections4.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{orderDirections5.order=null}>>

<<else>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | <<orderDirections5.order>> | <<{dateFormat(orderDirections5.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{orderDirections6.order=null}>>

<<else>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | <<orderDirections6.order>> | <<{dateFormat(orderDirections6.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{orderDirections7.order=null}>>

<<else>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | <<orderDirections7.order>> | <<{dateFormat(orderDirections7.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at 4pm |

<<es\_>>

<<cs\_{hearingisRequired}>>

<<$rowNum={round($rowNum+1)}>>

|  |  |  |
| --- | --- | --- |
| <<$rowNum>> | The hearing will be at the <<preferredCourt>>, <<preferredCourtAddress>> on <<{dateFormat(hearing.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at <<cs\_{hearingTimeSelection=1}>> 10am <<else>> 2pm <<es\_>> to last for <<cs\_{hearingDurationSelection=1}>>30 minutes <<es\_>> <<cs\_{hearingDurationSelection=2}>>one hour <<es\_>> <<cs\_{hearingDurationSelection=3}>>one and half hours <<es\_>> <<cs\_{hearingDurationSelection=4}>>two hours <<es\_>> <<cs\_{hearingDurationSelection=5}>>three hours <<es\_>> <<cs\_{hearingDurationSelection=6}>>one day <<es\_>> | <<{dateFormat(hearing.date, ‘dd MMMM yyyy’ , ‘yyyy-MM-dd’)}>> at <<cs\_{hearingTimeSelection =1}>>10am  <<es\_>>  <<cs\_{hearingTimeSelection =2}>>2pm  <<es\_>> |

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| <<$rowNum>> | You should bring the following to court on the day of the hearing:   1. The original documents sent to the court in compliance with paragraphs 3 or 4 above. 2. Your original witness statements sent to the court in compliance with paragraph 3 or 4 above. 3. Any witnesses whose statements you have sent under paragraph 3 or 4. |

<<cs\_{hearingStatement1=null}>>

<<else>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| <<$rowNum>> | <<hearingStatement1>> |

<<es\_>>

<<es\_>>

<<$rowNum={round($rowNum+1)}>>

|  |  |
| --- | --- |
| <<$rowNum>> | Because this order has been made without a hearing, the parties have the right to apply to have the order set aside, varied or stayed. A party making such an application must send or deliver the application to the court (together with any appropriate fee) to arrive within seven days of service of this Order  **WARNINGS – PLEASE READ THESE CAREFULLY** |
| 1. | Warning: you must comply with the terms imposed upon you by this order:  otherwise your case is liable to be struck out or some other sanction imposed.  If you cannot comply you are expected to make formal application to the court before any deadline imposed upon you expires. |
| 2. | **DEFENCE -** if you do not mention in your defence something you later rely on, the court may refuse to permit you to use that further information at the hearing. |
| 3. | **EXPERTS -** No party may rely at the hearing on any report from an expert unless permission has been granted by the court beforehand. Anyone wishing to rely on an expert must write to the court immediately on receipt of this Order and seek permission, giving an explanation why the assistance of an expert is necessary |
| 4. | **DOCUMENTS -** The judge may refuse to consider a document or take it into account if a copy of it has not been sent to all other parties as required by this Order. |
| 5. | **WITNESS STATEMENTS -** The judge may refuse to hear the evidence or consider any statement of any witness whose statement has not been prepared and copied to all other parties and the court in accordance with the paragraphs above. “Written statements” are statements of the evidence which a party (and/or any witnesses on their behalf) wishes to give at the hearing. It is expected that at the hearing the party or witness will confirm the statement is true but not add any more information to what is in the statement.  The following points should be noted:   * The statement must have the court case number at the top * Must start with the person’s name and address * Must finish with the words “I make this statement believing the contents to be true and knowing that it may be placed before the court”, the date of the statement and the person’s signature. * It must contain numbered paragraphs and should be typed and double spaced. If not typed, it must be written clearly in block capitals or printed. * The original statement must be sent to the court (“filed”) * Copies must be sent (“served”) to the other side |

<<cs\_{displayComments}>>

Note: Conditional section – Cloud version

UI syntax manually defined within template and surfaced by Expert UI (input of fields by HMCTS or professional users)

Input fields as follows:

Input control > input label > input field

1. Date picker > Select the order date > order.Date

Assumes JUI date picker using three input boxes ‘dd mm yyyy’ entry, single date only, default date highlighted = today’s date. For demo dd mm yy not populated and no validation. User enters date to select date. Date field format = yyyy-MM-dd

1. Text field >Judicial Name > judicial.lastName
2. Checkbox >The defendant may be helped by small claims mediation service > directionsStatement1isIncluded

Default entry checkbox ticked

1. Checkbox >The defendant may be helped by speaking to a friend… > directionsStatement2isIncluded
2. Checkbox >The defendant may be helped by going to Shelter or the CAB > directionsStatement3isIncluded
3. Checkbox >The Advice Now website may help the defendant what to do next > directionsStatement4isIncluded
4. Text field >Additional direction statement > directionsAdditionalStatement1
5. Checkbox >The defendant must send to the court and to the defence > orderDirections1isIncluded
6. Date picker >Select the final date > orderDirections1.date

User clicks date to select date. Date format = yyyy-MM-dd

Assumes JUI date picker using calendar entry, single date only, default date highlighted = Order.date. User clicks date to select date. Date format = yyyy-MM-dd

Confirm is date can be displayed on same line as Order Direction or next line only ?

Preference for date 10 working days from order date – not implemented

Same applies to all Directions dates. For demo > next only for all input fields

1. Checkbox >The claimant must send witness statements > orderDirections2isIncluded
2. Date picker > Select the final date > orderDirections2.date

User clicks date to select date. Date format = yyyy-MM-dd

1. Checkbox >The defendant must send witness statements > orderDirections3isIncluded
2. Date picker >Select the final date > orderDirections3.date

User clicks date to select date. Date format = yyyy-MM-dd

1. Checkbox >The claimant must send copies of their housing file > orderDirections4isIncluded
2. Date picker >Select the final date > orderDirections4.date

User clicks date to select date. Date format = yyyy-MM-dd

1. Text field >Additional direction (1) > orderDirections5.order
2. Date picker >Select the final date > orderDirections5.date

User clicks date to select date. Date format = yyyy-MM-dd

1. Text field >Additional direction (2) > orderDirections6.order
2. Date picker >Select the final date > orderDirections6.date

User clicks date to select date. Date format = yyyy-MM-dd

1. Text field >Additional direction (3) > orderDirections7.order
2. Date picker >Select the final date > orderDirections7.date

User clicks date to select date. Date format = yyyy-MM-dd

Advanced Document Assembly will allow drop down list to allow user to select preferred court (from a predefined list in CCD) and mapped to (CCD field) court address. Not implemented for this template

1. Checkbox >Court hearing required > hearingisRequired
2. Text field >Preferred Court > preferredCourt (CCD field)
3. Text field >Preferred Court Address> preferredCourtAddress
4. Date picker >Select the hearing date > hearing.date

Assumes JUI date picker using calendar entry, single date only, default date highlighted = order date. User clicks date to select date. Date format = yyyy-MM-dd

1. Radio button >The hearing will last 30 minutes > hearingDurationSelection = 1
2. Radio button >The hearing will last one hour > hearingDurationSelection = 2
3. Radio button >The hearing will last one and half hours > hearingDurationSelection = 3
4. Radio button >The hearing will last two hours > hearingDurationSelection = 4
5. Radio button >The hearing will last three hours > hearingDurationSelection = 5
6. Radio button >The hearing will last one day > hearingDurationSelection = 6
7. Radio button >The hearing start at 10am > hearingTimeSelection = 1
8. Radio button >The hearing start at 2pm > hearingTimeSelection = 2
9. Text field >Hearing Step> hearingStatement1

UI Syntax as follows:

Conditional statement below required for Tornado version

<<es\_>>

<<cs\_{displaycode=‘1’}>>

[

{

"key": "order.date",

"type": "date",

"templateOptions": {

"label": " Enter the order date"

}

},

{

"key": "judicial.lastName",

"type": "input",

"templateOptions": {

"label": "Judge Last Name"

}

},

{

"key": "directionsStatement1isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The defendant may be helped by small claims mediation service"

},

"defaultValue": true

},

{

"key": "directionsStatement2isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The defendant may be helped by speaking to a friend…"

}

},

{

"key": "directionsStatement3isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The defendant may be helped by going to Shelter or the CAB"

}

},

{

"key": "directionsStatement4isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The Advice Now website may help the defendant what to do next"

}

},

{

"key": "directionsAdditionalStatement1",

"type": "input",

"templateOptions": {

"label": "Additional direction statement"

}

},

{

"key": "orderDirections1isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The defendant must send to the court and to the defence"

}

},

{

"key": "orderDirections1.date",

"type": "date",

"templateOptions": {

"label": "If selected, enter the final order direction date for Step 2"

}

},

{

"key": "orderDirections2isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The claimant must send witness statements"

}

},

{

"key": "orderDirections2.date",

"type": "date",

"templateOptions": {

"label": "If selected, enter the final order direction date for Step 3"

}

},

{

"key": "orderDirections3isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The defendant must send witness statements"

}

},

{

"key": "orderDirections3.date",

"type": "date",

"templateOptions": {

"label": "If selected, enter the final order direction date for Step 4"

}

},

{

"key": "orderDirections4isIncluded",

"type": "checkbox",

"templateOptions": {

"label": "The claimant must send copies of their housing file"

}

},

{

"key": "orderDirections4.date",

"type": "date",

"templateOptions": {

"label": "If selected, enter the final order direction date for Step 5"

}

},

{

"key": "orderDirections5.order",

"type": "input",

"templateOptions": {

"label": "Additional order direction (1)"

}

},

{

"key": "orderDirections5.date",

"type": "date",

"templateOptions": {

"label": "If entered, enter the final order direction date for Step 6"

}

},

{

"key": "orderDirections6.order",

"type": "input",

"templateOptions": {

"label": "Additional order direction (2)"

}

},

{

"key": "orderDirections6.date",

"type": "date",

"templateOptions": {

"label": "If entered, enter the final order direction date for Step 7"

}

},

{

"key": "orderDirections7.order",

"type": "input",

"templateOptions": {

"label": "Additional order direction (3)"

}

},

{

"key": "orderDirections7.date",

"type": "date",

"templateOptions": {

"label": "If entered, enter the final order direction date for Step 8"

}

},

{

"key": "hearingisRequired",

"type": "checkbox",

"templateOptions": {

"label": "Court hearing required"

}

},

{

"key": "preferredCourt",

"type": "input",

"templateOptions": {

"label": "Preferred Court"

}

},

{

"key": "preferredCourtAddress",

"type": "input",

"templateOptions": {

"label": "Preferred Court Address"

}

},

{

"key": "hearing.date",

"type": "date",

"templateOptions": {

"label": "Enter the hearing date"

}

},

{

"key": "hearingDurationSelection",

"type": "radio",

"templateOptions": {

"label": "Select hearing duration",

"options": [

{

"value": 1,

"label": "The hearing will last half hour"

},

{

"value": 2,

"label": "The hearing will last one hour"

},

{

"value": 3,

"label": "The hearing will last one and half hours"

},

{

"value": 4,

"label": "The hearing will last two hours"

},

{

"value": 5,

"label": "The hearing will last three hours"

},

{

"value": 6,

"label": "The hearing will last one day"

}

]

}

},

{

"key": "hearingTimeSelection",

"type": "radio",

"templateOptions": {

"label": "Select hearing start time",

"options": [

{

"value": 1,

"label": "The hearing start at 10am"

},

{

"value": 2,

"label": "The hearing start at 2pm"

}

]

}

},

{

"key": "hearingStatement1",

"type": "input",

"templateOptions": {

"label": "Additional hearing statement"

}

}

]

<<es\_>>