

PRE TRIAL REVIEW SHEET

Plaintiff: **Meena Vishwana** File Number: **SC20xx/766**

Defendant: **Fiona Frame trading as Fantastic Florists**

PLAINTIFF'S SUMMARY OF CASE:

(This section to be completed by or on behalf of plaintiff)

I own an IT business. I was hired by Fiona Frame to build and maintain a website for her florist shop. I advised Fiona that I had capacity to work for 20 hours a month in May, June and July 20xx for a total amount of \$4,000. I sent her a letter confirming our agreement. I completed the work as agreed. In August 20xx I sent my invoice for \$4,000. In September and November 20xx I sent reminder letters. I still have not been paid for my work.

Documentary evidence intended to be relied upon at hearing:

Name of Witnesses: Other Material

- | | |
|--------------------------|--|
| 1. Meena Vishwana | 1. Letter to Fiona Frame dated 23 April 20xx |
| 2. Sally Fishwick | 2. Invoice to Fiona Frame dated 10 August 20xx |
| | 3. Reminder letter to Fiona Frame dated 15 October 20xx |
| | 4. Reminder letter to Fiona Frame dated 2 November 20xx |

Has the plaintiff made offers of settlement, attempted mediation or otherwise attempted to resolve the issues in dispute? **Yes/No**

DEFENDANT'S SUMMARY OF CASE:

(This section to be completed by or on behalf of defendant)

I hired Meena to create a website for my shop, Fantastic Florists. Meena never finished the job and the computer system keeps crashing. Meena wants \$4,000 for IT work. Meena has never fixed the website.

Documentary evidence intended to be relied upon at hearing:

Name of Witnesses: Other Material

- | | |
|-----------------------|---|
| 1. Fiona Frame | 1. Emails received from customers. |
| | 2. Report dated 2 August 20xx about computer system. |

Issues in dispute:

Meena did not finish the website as agreed. The money is not owed to Meena.

Motor vehicle claims:

Ownership /Liability /Agency /Quantum /Demurrage /Loss of Use
(Circle relevant issues)

Other claims:

Has the defendant made offers of settlement, attempted mediation or otherwise attempted to resolve the issues in dispute? **Yes/No**
