

# Action

## TYPICAL STEPS IN AN ACTION

Who	Does what	Rule and Form	When
Plaintiff	Files Statement of Claim	Rules <a href="#">171</a> and <a href="#">182</a> Form <a href="#">171A</a>	
Plaintiff	Serves Statement of Claim	Rule <a href="#">203(1)</a>	Within 60 days of issuance of Statement of Claim
Plaintiff	Files Proof of service	Rule <a href="#">203(2)</a> and <a href="#">204</a>	Within 30 days (in Canada), 40 days (in U.S.) or 60 days (elsewhere) from date of service
Defendant	Serves/Files Statement of Defence	Rules <a href="#">171</a> , <a href="#">204</a> and <a href="#">207</a> Form <a href="#">171B</a>	Within 30 days (in Canada), 40 days (in U.S.) or 60 days (elsewhere) of service of the Statement of Claim
Plaintiff	Serves/Files Reply	Rules <a href="#">171</a> and <a href="#">205</a> Form <a href="#">171C</a>	Within 10 days after service of Statement of Defence
All parties	Serves Affidavit of documents	Rule <a href="#">223</a> Form <a href="#">223</a>	Within 30 days after close of pleadings, as defined in Rule 202
Any party	May serve Request to admit facts or documents on adverse party	Rule <a href="#">255</a> Form <a href="#">255</a>	After close of pleadings
Party served with Request to admit	Serves Response to the Request	Rule <a href="#">256</a> Form <a href="#">256</a>	Within 20 days after service of request to admit
Any party	Examination for discovery of an adverse party	Rules <a href="#">236</a>	After close of pleadings
All parties	Settlement discussions	Rule <a href="#">257</a>	Within 60 days after close of pleadings
Any party ready for Trial	Serves/Files Requisition for pre-trial conference and Memorandum	Rule <a href="#">258</a> Form <a href="#">258</a>	After close of pleadings
Court	Fixes time/place for pre-trial conference	Rule <a href="#">259</a>	Not more than 60 days after filing of the requisition
Each party other than Requisitioning party	Serves/Files Pre-trial conference Memorandum	Rules <a href="#">262</a> and <a href="#">258</a>	Within 30 days after service of requisition

<b>Who</b>	<b>Does what</b>	<b>Rule and Form</b>	<b>When</b>
Court	Fixes date/place of trial	Rule <a href="#">264</a>	At the pre-trial conference
Plaintiff	Serves/Files Trial record	Rule <a href="#">268</a>	Not later than 40 days before trial
Court	Trial Management Conference	Rule <a href="#">270</a>	Once matter is scheduled for trial - Before or during trial

**IMPORTANT:** All documents other than the Statement of Claim must be filed with proof of service.