

Simplified Action

TYPICAL STEPS IN A SIMPLIFIED ACTION

Who	Does what	Rule and Form	When
Plaintiff	Files Statement of Claim	Rules 171 , 182 (e) and 294 Form 171A	
Plaintiff	Serves Statement of Claim	Rule 203(1)	Within 60 days of issuance of Statement of Claim
Plaintiff	Files Proof of service	Rules 203(2) and 204	Within 30 days (in Canada), 40 days (in U.S.) and 60 days (elsewhere) from date of service of Statement of Claim
Defendant	Serves/Files Statement of Defence	Rules 171 , 204 and 294 Form 171B	Within 30 days (in Canada), 40 days (in U.S.) and 60 days (elsewhere) of service of the Statement of Claim
Plaintiff	Serves/Files Reply	Rules 171 , 205 and 294 Form 171C	Within 10 days after service of Statement of Defence
All parties	Serve List of documents OR Affidavit of documents	Rules 295 and 223 Form 223	Within 30 days after close of pleadings, as defined in Rule 202
Any party	Serves Request to admit facts or documents on another party	Rule 255 Form 255	After close of pleadings
Party served with Request to admit	Serves Response to the Request	Rule 256 Form 256	Within 20 days after service of request to admit
Any party	Written examination of an adverse party (maximum of 50 questions)	Rules 296 , 99 and 100	After close of pleadings
All parties	Conduct settlement discussions	Rule 257	Within 60 days after close of pleadings
Any party ready for Trial	Serves/Files Requisition for pre-trial conference and Memorandum	Rule 258 Form 258	After close of pleading
Court	Fixes Time/place for pre-trial conference	Rule 259	Not more than 60 days following filing of the requisition

Who	Does what	Rule and Form	When
Each party other than Requisitioning party	Serves/Files Pre-trial Conference Memorandum	Rules 262 and 258	Within 30 days after service of requisition
Court	Fixes date/place of trial	Rule 264	At the pre-trial conference
All parties	Serve expert reports if any	Rule 299 (1.1)	At least 60 days before trial
All parties	Serve rebuttal expert reports if any	Rule 299 (1.2)	At least 30 days before trial
Plaintiff	Serves/Files Trial record	Rule 268	Not later than 40 days before trial
Plaintiff	Serves/Files Affidavit(s) of evidence to be adduced at trial	Rule 299	At least 20 days before trial
Defendant	Serves/Files Affidavit(s) of evidence to be adduced at trial	Rule 299	At least 10 days before trial

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