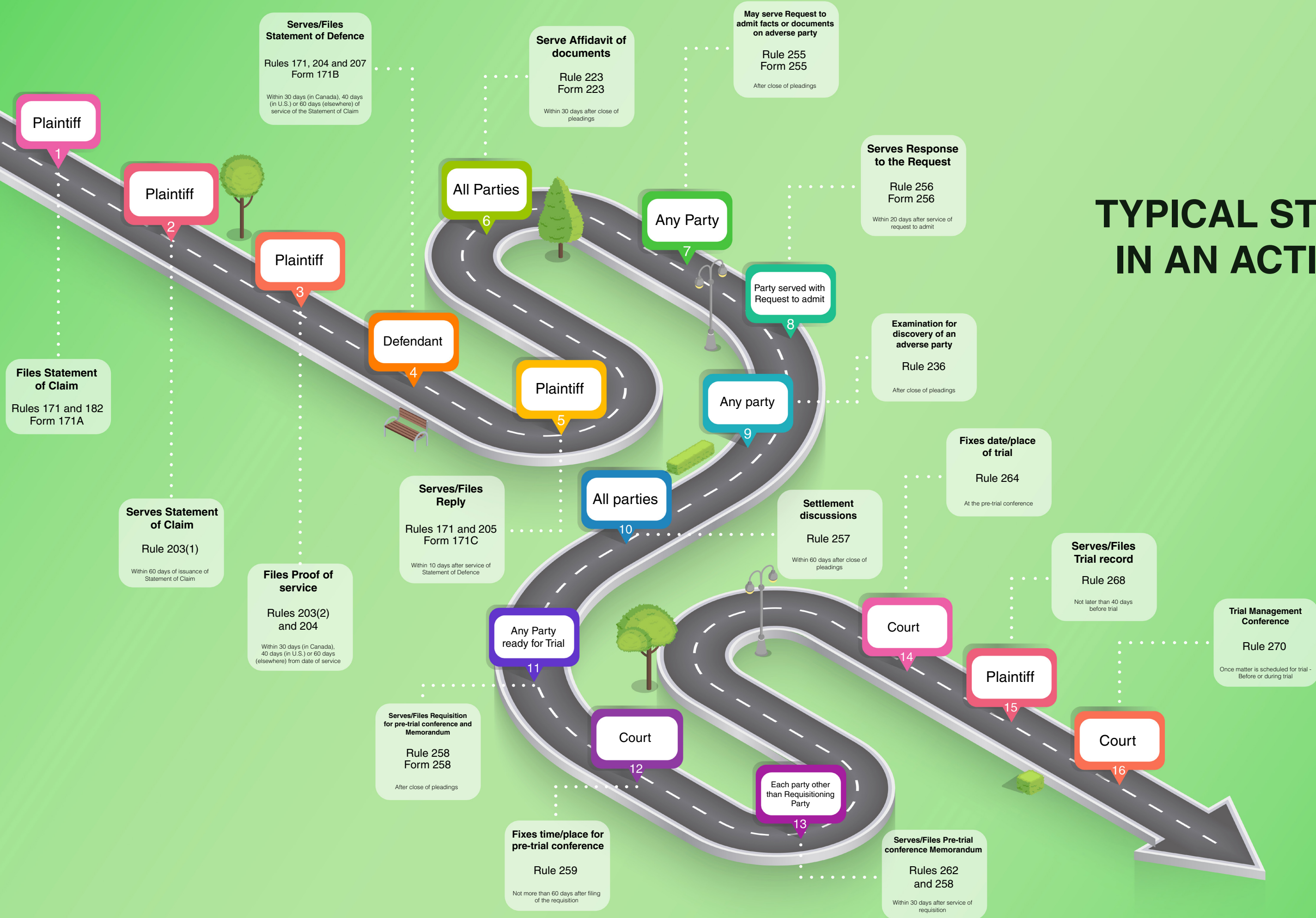


TYPICAL STEPS IN AN ACTION



Files Statement of Claim
Rules 171 and 182
Form 171A

Serves/Files Statement of Defence
Rules 171, 204 and 207
Form 171B
Within 30 days (in Canada), 40 days (in U.S.) or 60 days (elsewhere) of service of the Statement of Claim

Serve Affidavit of documents
Rule 223
Form 223
Within 30 days after close of pleadings

May serve Request to admit facts or documents on adverse party
Rule 255
Form 255
After close of pleadings

Serves Response to the Request
Rule 256
Form 256
Within 20 days after service of request to admit

Examination for discovery of an adverse party
Rule 236
After close of pleadings

Fixes date/place of trial
Rule 264
At the pre-trial conference

Serves/Files Trial record
Rule 268
Not later than 40 days before trial

Trial Management Conference
Rule 270
Once matter is scheduled for trial - Before or during trial

Serves Statement of Claim
Rule 203(1)
Within 60 days of issuance of Statement of Claim

Files Proof of service
Rules 203(2) and 204
Within 30 days (in Canada), 40 days (in U.S.) or 60 days (elsewhere) from date of service

Serves/Files Reply
Rules 171 and 205
Form 171C
Within 10 days after service of Statement of Defence

Settlement discussions
Rule 257
Within 60 days after close of pleadings

Serves/Files Requisition for pre-trial conference and Memorandum
Rule 258
Form 258
After close of pleadings

Fixes time/place for pre-trial conference
Rule 259
Not more than 60 days after filing of the requisition

Serves/Files Pre-trial conference Memorandum
Rules 262 and 258
Within 30 days after service of requisition