



GUIDE TO PRE-ACTION PREPARATION FOR SMALL CLAIMS

INDEX

Page | 1

	PAGE
INTRODUCTION	2
PROSPECTS OF RECOVERY	2
START RIGHT	2
THERE IS NO “SMALL CLAIMS COURT”	2
EVEN SMALL CLAIMS CARRY RISK	3
THE BURDEN OF PROOF	3
CORRECT LEGAL IDENTITY OF THE DEFENDANT	4
PREPARATION OF EVIDENCE	5
(includes Documentary Evidence, List of Losses Mitigation of Loss Witness Statements)	
CLAIM FORM AND PARTICULARS OF CLAIM	9
INTEREST	10
COSTS	11
APPENDIX A – EXPERT EVIDENCE	13
APPENDIX B – STATEMENTS OF TRUTH	15