



An tSeirbhís Chúirteanna
Courts Service

Guidelines for Litigants in Person

**Pleadings Section
Central Office of the High Court**

Note: This is not a legal document and it does not purport to give legal advice. If you need legal advice you should consult a solicitor.

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Central Office - General Information:

Central Office of the High Court

The Central Office

The Central Office is the public office for the High Court. It is in the main Four Courts building on Inns Quay, Dublin 7 and open on weekdays from 10:00am to 4:30pm. Please read our information note about the type of work carried out by the Central Office and how we can help you.

The Role of Courts Service Staff

Courts Service staff can identify forms for you and provide information about the practice and procedure of the High Court in civil matters. They cannot provide legal advice, tell you what to say in court, what to put in your forms, complete your forms or recommend solicitors.

The Courts Service website

There is a wide range of information on the Courts Service website <http://www.courts.ie/> including; [guidelines](#) for the most common type of cases, various [court forms](#) used in the High Court and the [High Court search](#) facility to access information about your case. In the [publications](#) section there are a number of information leaflets to help you. There is a separate section for [family law](#).

Documents in civil High Court cases

To prepare your case for hearing before a Judge a number of documents should be filed. Our [guidelines](#) provide information on some of the more common documents you should file in the Central Office. Further information can be found in the [Rules of the Superior Courts](#).

Did you know?

If nothing has happened in your case in the last twelve months a document called a 'notice of intention to proceed' should be served on the other party in the case. You must then wait for one month before you can file any document in the case.

Hearing dates

The [legal diary](#) is published every day on the website during court terms. It provides information about case **hearing dates (such as trials, list call-overs, lists to fix dates and motions)**.

Changes to hearing dates

The Courts Service will make every effort to inform you if your case is not going to be heard. However it may not always be possible to contact all individuals at short notice. Information about changes to court lists is published on the legal diary section of the website and [legal diary](#). You should check the website regularly.

Court Fees

To avoid delays in the Central Office you should ensure you have the correct [fee stamped](#) on your document.

What happens at the Central Office of the High Court?

You can commence your case or file documents in the Central Office of the High Court in person or by post, the address is:

High Court Central Office
Four Courts
Inns Quay
Dublin 7

When you call to the office you will take a ticket and wait to be called. The office deals with all High Court business and the queue can be long so you should allow time for this.

To make sure your document is accepted please check the following:

1. The correct [court fee](#) has been paid and stamped on the document being filed
2. The document has been signed or in the case of an affidavit correctly sworn
3. You have copies of the document to be returned to you
4. If filing by post a stamped self addressed envelope must be included
5. If filing an affidavit you must state at the bottom of the affidavit whether it is being “filed on behalf of the plaintiff/defendant, applicant/respondent by”
6. The record number must be included on the top right hand corner of the document eg 2014 / 0000 P or 2013 / 0000 S

Are you looking for a copy of an order from your file?

- If you represent yourself you can make the request. If you are represented by a solicitor the solicitor must make the request
- Requests for plain copy orders are made by email to the Central Office at:
highcourtbeseaks@courts.ie
Please note that this is a plain copy and is not attested
- A copy of an attested order may be required for an official purpose or appeal, email highcourtattestedorders@courts.ie . This must be collected in person from the office with the relevant court fee. Please see the fees order on www.courts.ie

Are you looking for a copy of a document from your file?

- If you represent yourself you can make the request. If you are represented by a solicitor the solicitor must make the request
- The request for a copy document should be made in person at the office
- The file can be requested for 10.30am or 2.30pm. Please attend the office 15 mins prior to these times
- Attach the [court fee](#) card and the completed 'bespeak docket' (available in the office) to the document. Please see the fees order on www.courts.ie
- Present the file with the court fee and 'bespeak docket' to a member of staff
- You will have to call to the office to collect this document(s), the process can take 2 to 3 days

Are you looking for a copy of a High Court Judgment?

- Request a copy of a Judgment through HighCourtJudgments@courts.ie
- There is a court fee for attested copy Judgments. Please see the fees order on www.courts.ie
- Plain copies of Judgments can be downloaded from the Courts Service website without a fee

Do you want to contact the registrar who was in court for your case?

1. Look up your case on [High Court search](#) the registrars initials will appear under the heading 'Registrar'
2. Send an email for the attention of the registrar, in the subject line to: highcourtcentraloffice@courts.ie
3. Your query or request can be added into the body of the email or you can contact the office and ask to speak to the registrar

What happens once you have issued a summons?

Once you have issued your summons in the High Court Central Office, or if you began the case by originating notice of motion, the next step is to serve the summons or notice of motion.

Are you serving an individual?



You must serve an individual personally
Please see [Order 9](#) Rules of the Superior Court



Are you serving a registered company?



You must leave the summons at the registered office of the company or serve the company by ordinary pre-paid post and keep postal certificate.
Please see S.51 of the Companies Act, 2014



Endorse service of the summons, usually on page 3,
within 3 days of service of the summons



When the defendant enters an appearance, the document may request a statement of claim to be delivered to the defendant. You must prepare and deliver this document.
The statement of claim will provide more details about the case.



The defendant may issue a notice for particulars to have the claim set out more clearly



A defence or defence and counterclaim may be received from the defendant



You may need to set out a reply to the defence



You may need to issue a notice of motion for discovery, where a party holds documents which you feel are relevant to the case, to amend a pleading or for judgment in default or to strike out proceedings for a variety of reasons



You can issue a notice of motion for a large number of reliefs (what you are looking for in the motion) please see [order 52 of the Rules of the Superior Courts](#)



If nothing has happened in your case for more than 12 months you will need to serve a notice of intention to proceed on the other party and wait for a period of one month before filing any further documents



If your case is ready for trial you should serve a notice of trial and endorse service. You must lodge the notice of trial and setting down docket in the High Court Central Office within 14 day of service.

Please read:

Our information leaflet on the process of [setting down a case for trial](#).

The listing procedures section.



A certificate of readiness is required to confirm the case is ready for hearing in Non-Jury and Chancery proceedings

Guidelines for Procedures and Documents

Persons Representing themselves in the High Court

If you are representing yourself in the High Court, you must obtain your own legal advice and information.

It is not the function of the Courts Service staff to provide legal advice, or guidance in selecting the appropriate procedures to use in court.

While they can identify forms for you and provide information about practice and procedure of the courts, they cannot tell you what to say in court, what to put in your forms, complete your forms or recommend solicitors.

Procedures in the High Court

To prepare your case to be heard before a judge a number of documents should be filed. Our guidelines provide information on some of the more common documents to be filed in the Central Office of the High Court. Further information can be found on the procedures to be followed in the [Rules of the Superior Courts](#). These Rules and any amendments or up-dates are all statutory instruments. You should familiarise yourself with these rules and ensure that you follow them.

The [Practice Directions](#) of the courts also deal with court procedures. You should pay particular attention to the [Practice Direction HC 54](#) which applies to cases where one or more of the parties is not legally represented. It does not apply to proceedings in the family law list.

The Courts Service website

You will find a wide range of information on this website including a number of the [court forms used in the High Court](#) and a number of information leaflets. There is a separate section on [family law](#).

Finding information about your case

The [High Court Search](#) shows the names of all High Court cases, except those that must be heard in private, for example, family law and asylum cases. It also shows documents filed in each High Court case, the dates on which cases appear in the court lists, and the orders that have been made. It does not give access to the contents of any documents.

Hearing dates

The [Legal Diary](#) contains information about hearing dates (trials, call-overs, lists to fix dates and motions). It is up-dated every day during the law terms .

Changes to hearing dates

Hearing dates may be changed for a number of reasons, for example, the parties or one of them may get an adjournment, a judge may be unavailable if an earlier case over-runs, or due to other unforeseen circumstances, such as severe weather.

The Central Office of the High Court, the registrars and the High Court list room have no responsibility for contacting any litigants, including those representing themselves about court hearing dates or changes to court lists or case adjournments.

Information regarding changes to court lists is published on this website. In special circumstances, for example, during severe weather conditions the [home page of the site](#) is up-dated on a regular basis with information about cancellations, if any. You should check the website regularly.

Documents in civil High Court cases

Before a case can be tried in the High Court the parties must file / lodge various documents containing the details of their claim in the Central Office. They must then serve copies of them on each other. The [Rules of the Superior Courts](#) set out the documents that parties must lodge and serve for each type of case.

Filing or lodging documents in the High Court

You may attend in person in the Central Office to file / lodge the documents in your case or you may post documents you want to issue / file / lodge to the Central Office.

The postal address is Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

If you attend at the office and you are not in a position to remain in the Central Office to await service at a counter you may place your documents, in a sealed envelope in the deposit box in the Central Office for that purpose. If you post or deposit documents you must first pay the correct court fee on them and they must be fully completed, signed and dated. You must include a self-addressed sufficiently stamped envelope with your documents.

If the prescribed fee is not paid on the documents they will be returned to you without being checked, and documents that are incomplete or incorrect will be returned with a brief query sheet indicating the defect(s) found on them.

You must pay fees on many of the documents you file (see below). Documents that the Central Office accepts for filing are stamped with the Central Office date stamp. You must ensure that your document is correct and complete. Just because you file a document in the Central Office does not mean that it is correct and or/complete.

If you have requested a copy of any document on the file for your case you must call to collect it (requesting a copy is called 'bespeaking' it).

Fees for filing / lodging documents in High Court civil cases

You must pay court fees on documents lodged in most types of civil case, but not in most types of family law cases.

Details of these fees are set out in a statutory instrument called a Fees Order. Fees for the High Court are in the [Supreme Court, Court of Appeal and High Court \(Fees\) Order](#). Fees cannot be waived in any circumstances.

If you intend to defend yourself in High Court proceedings

If you are served with a High Court summons and you intend to defend yourself instead of instructing a solicitor to represent you, you must lodge a document called a memorandum of entry of appearance in the High Court Central Office (called 'entering an appearance').

The procedure for this is set out at [Order 12 Rule 4 \(a\) \(b\) and \(c\) of the Rules of the Superior Courts](#). You must use the form prescribed in the [Appendix A Part II of the Rules of the Superior Courts](#). [Please read the guidelines for entering an appearance](#).

You must serve your appearance on the plaintiff's solicitor so that the he / she will know that you are defending the case. You will find the solicitor's name and address on page 3 of the summons. When you have done this the solicitor will serve you with any further documents in the case.

Serving a High Court summons

The requirements for service of a High Court summons are contained in [Order 9](#) of the Rules of the Superior Courts. Anyone over the age of 16 years can serve a High Court summons.

Documents for use in court

The Rules of the Superior Courts set out which documents must be filed in the High Court Central Office. You must serve copies of all these documents and copies of the exhibits on the other party or parties to your case. You must also bring copies of all the documents you intend to rely on into court on the day of the hearing so you can give them to the judge. It is not the function of the Courts Service staff to bring copies of any documents into court for that purpose, this is entirely a matter for you.

Expenses incurred in attending courts and court offices

The Courts Service takes no responsibility for expense incurred by any persons in travelling to any court or court office in connection with a case in which they are involved, whether as a party, as a witness, a juror or in any other capacity.

Judges

Judges are impartial in the administration of justice. For this reason they do not enter into correspondence with parties to cases before the courts and it is not appropriate to write to them. You should present any document you wish the judge to consider to that judge in open court.

Judges are, subject only to the Constitution and the law, independent in the exercise of their judicial functions. The conduct of and decision reached in any court case is a matter entirely for the judge. Any decision, finding or ruling of a judge can only be addressed through the courts and it is a matter for the person concerned to take advice as to whether to appeal that decision to a higher court.

Phoning the High Court Central Office

Each day as many as 100 people visit the Central Office. The priority of the Central Office staff is to provide them with the service they require, which may mean that phones cannot be answered at peak times. If possible you should communicate with the Central Office by email at HighCourtCentralOffice@courts.ie

Listing of cases

If you want information about the date for which a case is listed, you can check online using [High Court Search](#) or send an email to ListRoomHighCourt@courts.ie.

Contacting a court registrar

High Court registrars cannot make or return phone calls during court times (10.30 a.m. to 4.30 p.m.). The most efficient way to communicate with a High Court registrar is by email. You can do this by sending an email to ListRoomHighCourt@courts.ie.

For more information about the High Court

Please refer to the Central Office page on the Courts Service website. To access this page click on OFFICES AND MAPS (left hand side of the home page) then click on OFFICES BY BUSINESS and scroll down until you come to CENTRAL OFFICE OF THE HIGH COURT which is the second item under HIGH COURT. On this page you will find contact information for the Central Office and links to other parts of the website.

Useful sources of information

Citizens Information www.citizensinformation.ie

Legal Aid Board www.legalaidboard.ie

Money Advice and Budgeting Service, (funded by the Citizens Information Board) www.mabs.ie

Irish Statutes and Statutory Instruments www.irishstatutebook.ie

Help us to help you

We have compiled this information to answer some of the questions often asked in courts and court offices. It does not constitute legal advice, and is not a guide to representing yourself in the High Court. Its purpose is to alert you to some of the things you need to know if you are representing yourself.

If you have any suggestions for improvements which we could make to this information please send details to the Courts Service's Quality Customer Service at the postal address, phone number or email address below:

QCS Officer
The Courts Service
Phoenix House
15/24 Phoenix Street North
Smithfield Dublin 7
Telephone: 8886000
Email: QCSO@courts.ie

McKenzie Friend

Section 40 (5) of the Civil Liability & Courts Act 2004 states that:

“nothing contained in a relevant enactment shall operate to prohibit a party to proceedings to which the enactment relates from being accompanied, in such proceedings, in court by another person subject to the approval of the court and any directions it may give in that behalf.”

What is a McKenzie Friend

A litigant in person may apply to Court for reasonable assistance from a layperson, a McKenzie Friend. A McKenzie friend is not an advocate and cannot conduct the case on your behalf.

A McKenzie Friend can:

- Take notes
- Help with court papers
- Give advice on the case
- Provide support to the litigant in person

A McKenzie Friend cannot:

- Act as an agent or an advocate
- Manage the case outside Court eg sign court documents on your behalf
- Address the Court, examine a witness or make submissions
- Be qualified as a solicitor, barrister or an officer of the Court

To appoint a McKenzie Friend:

- An application to the High Court, grounded on affidavit, should be made as soon as is practical in the proceedings
- The proposed McKenzie Friend should set out their experience to the Court and confirm they have no interest in the proceedings
- The Court may grant or refuse the application, having heard from the litigant and proposed McKenzie Friend
- The Court may restrict or revoke the McKenzie Friend, following appointment, where the assistance being offered is impeding the efficient administration of justice
- The appointment of a McKenzie Friend is at the discretion of the Court

Entering an Appearance

An appearance is a form (called [Memorandum of Appearance in General](#)) that is filed in the Central Office of the High Court.

Why enter an appearance?

'*Enter an appearance*' is a term which simply means you intend to defend the case. When a person has been served with a summons, the first step to defending the summons is to enter an appearance. It is up to the individual to decide whether they want to defend the case. An individual cannot file an appearance on behalf of a company.

1. Appearances are filed by post or in person at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

2. Documents filed should be on A4 size paper.

3. To file the appearance you should check the following;

- The correct court fee is attached - see [Supreme Court, Court of Appeal and High Court Fees Order Schedule 1 Part 3 B](#)
- The appearance is in the correct format - as set out in the link above
- You have three copies of your appearance - two of which will be returned to you
- You have included a self stamped addressed envelope if you are filing by post
- The record number is included on the top right corner of the document - for example, 2014/0000 P or 2013/0000 S

4. The appearance document must be served on the solicitor for the plaintiff or on the plaintiff him/herself if the plaintiff issued the summons personally. You can serve the appearance by post on the solicitor or plaintiff in person who issued the summons.

5. If you are served with a plenary summons your appearance should request that a 'statement of claim' be sent to you. See sample [memorandum of appearance in general](#).

6. There are rules which set what you can and cannot do in relation to an appearance - see [order 12 Rules of the Superior Courts](#).

Filing an Affidavit

[Sample of an affidavit](#)

1. Affidavits are filed by post or in person at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.
2. Documents filed should be on A4 size paper.
3. To file an affidavit you should check the following;
 - The correct court fee is attached - see [Supreme Court, Court of Appeal and High Court Fees Order Schedule 1 Part 3 B](#)
 - Is the affidavit in the correct format - see link to sample above
 - Did you include a stamped self addressed envelope, if filing by post
 - Did you include two copies of the affidavit, which will be returned to you
 - Have you included the filing clause at the bottom of the affidavit
'filed on behalf of the plaintiff/defendant, applicant/respondent by ...'
 - Have you included the record number on the top right corner of the document - for example, 2014/0000 P or 2013/0000 S
 - Is the jurat completed correctly - see link to sample above
4. [Order 40 Rules of the Superior Courts](#) sets out the Rules in relation to affidavits.
5. Exhibits are not accepted and should not be included with the affidavit.
6. Cheques and cash will not be accepted under any circumstances by the Central Office.

Issuing a Notice of Motion

[Sample of notice of motion](#)

1. A notice of motion is a documents which sets out the nature of a party's application to Court (ie what it wants the Court to do). It is usually based on (or "grounded" on) a sworn statement of facts supporting the application called an affidavit. It is signed by the party applying (or their Solciitor) and must be issued in the Central Office before being served on the other side within certain time limits before it is heard by the Court.

2. The notice of motion can be filed and issued by post, or in person, at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

3. Documents filed should be on A4 size paper

4. To issue the notice of motion you should check the following;

- Have you paid the correct court fee
- Is the notice of motion in the correct format as set out in the link above
- Have you enclosed two copies of your notice of motion - which will be returned to you
- Have included a stamped self-addressed envelope if filing by post
- Is the notice of motion is addressed to the other party(ies) in the case and the Chief Registrar, Central Office of the High Court, Four Courts, Dublin 7
- Have you included your record number on the top right corner of the document - for example, 2014/0000 P or 2013/0000 S
- Have you enclosed an affidavit grounding/supporting the reliefs set out in your notice of motion
- Have you referred to the deponent in the affidavit and the date on which the affidavit was sworn
- Have you checked the guidelines for filing an affidavit

4. If you require a particular date for the notice of motion, require a particular judge to hear the notice of motion or if you request a priority date, you must call to the office in person to issue the motion.

5. If you need a hearing date, and the time you have for service of the notice of motion is less than that set out in the Rules of the Superior Courts, [Order 52](#) Rule 6 you will need to have service abridged by a Judge (*short service*).

5. A notice of motion should be served on the other party. If you are serving the other party personally, a minimum of four clear days between issuing the motion and the return date is required. If you are serving a solicitor a minimum of two clear days between issuing the motion and the return date is required.

6. If nothing has happened in your case in the last twelve months, a document called a '[notice of intention to proceed](#)' should be served on the other party in the case. You must then wait for one month before you can file any document in the case.

Terminology:

Short service - a judge may dispense with the minimum time requirements for serving the notice of motion.

Return date - the date given by the Central Office when your notice of motion will be heard in court.

Note:

This check-list covers procedural points only - exceptional cases will require further consideration.

It sets out the minimum requirements contained in the [Rules of the Superior Courts \(S.I. No. 15 of 1986\)](#).

Details of court fees are set out in the [Supreme Court, Court of Appeal and High Court Fees Order](#).

If you are a defendant and you are served with a document which is not in accordance with the Rules the onus is on you to take appropriate action.

Issuing a High Court Plenary Summons

A plenary summons is used in cases where oral evidence will be heard. A plenary summons is the default summons and is used for all cases except when the use of a summary summons, special summons or personal injury summons is specifically required.

The Rules of the Superior Court at [Appendix A Part I No. 1](#) provides the layout of the plenary summons.

What to include on a plenary summons

Page one

- The heading 'Plenary Summons' appears at the top centre of the page
- The title of the case should be set out as

Between
..... Plaintiff(s)
and
.... Defendant

The names of the plaintiffs and defendants must be set out in full - for example, Ann Black and Barry Black (*not* Ann and Barry Black) and no titles such as Ms. Ms. or Dr. are to be used.

- Do not fill in the date of issue (after the name of the Chief Justice) - the Central Office of the High Court will give this to you

Page two

- The heading on this page is 'General Indorsement of Claim'. The details of the claim - which are the details of the case - are set out here.
- [Appendix B Part II](#) provides the format for the General Indorsement of Claim.
- [Order 1](#) and [order 4](#) Rules of the Superior Courts should be used to help with completing this part of the summons.
- At the end of the indorsement of claim the summons should be signed by the solicitor for the plaintiff or by the plaintiff if he/she is representing him/herself.

Page three

- The following information should be added here;

'This summons was issued by [insert name of *firm of solicitors*] whose registered place of business is [insert *address of solicitor firm*] solicitors for the plaintiff who resides at [insert *plaintiff's address*] and is [insert *plaintiff's occupation*]'

(*If the plaintiff is male and has no occupation the word 'gentleman' should be used. If the plaintiff is female and has no occupation the word 'housewife' can be used.*)

OR

'This summons is issued by the plaintiff in person who resides at [insert *plaintiff's address*] and is [insert *plaintiff's occupation*]'

(*If the plaintiff is male and has no occupation the word 'gentleman' should be used. If the plaintiff is female and has no occupation the word 'housewife' can be used.*)

- When a summons is served on a defendant a record of that service must be made on the actual summons. This is done within 3 days of service of the summons by the person serving the summons.
- The indorsement of service should be added here:

'this summons was served by me on the defendant at [insert *place of service*] on the (*insert date*) day of (*insert month and year*)

Signed: *(person who served the summons signs here)*
Address *(insert address of the person who served the summons)*'

Page four

The solicitor's name and address are added to the bottom of the page (this is the back page of the document). If the summons is being issued by the plaintiff in person, the address of the plaintiff should be provided.

Issuing the plenary summons in the Central Office of the High Court

1. A plenary summons is filed and issued by post, or in person, at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.
2. The documents filed should be on A4 size paper
3. To issue a High Court plenary summons you should check the following;
 - Have you attached the correct court fee
 - If you are issuing by post you must include a stamped self-addressed envelope
 - Is the plenary summons in the correct format as set out in [Appendix A](#) form
 - Have you included three copies of your plenary summons, one of which will be sealed and returned to you - this is known as the 'original summons' and must be retained. One copy of the summons should be used to serve the defendant and one will be retained in the office
 - Have you read the guidelines for [what happens once you have issued the summons](#)

Note:

This check-list covers procedural points only, exceptional cases will require further consideration. It sets out the minimum requirements contained in the [Rules of the Superior Courts \(S.I. No. 15 of 1986\)](#). Details of court fees are set out in the [Supreme Court, Court of Appeal and High Court Fees Order](#).

Issuing a High Court Personal Injury Summons

The first step in a claim for personal injury is to apply to the Personal Injuries Assessment Board (PIAB). A personal injury summons can be issued when the PIAB provides a certificate stating they are releasing the claim.

Order 1A Rules of the Superior Courts provides the information and the procedure to be followed when issuing a personal injury summons. [Form 1 in Appendix CC](#) to Rules of the Superior Courts sets out the format of the personal injury summons.

What to include on a personal injury summons

Page one

- The heading 'Personal Injury Summons' appears at the top centre of the page
- The title of the case should be set out as;

Between
..... Plaintiff(s)
and
.... Defendant

The names of the plaintiffs and defendants must be set out in full - for example, Ann Black and Barry Black (not Ann and Barry Black) and no titles such as Mr. Ms. or Dr. are to be used.

- Do not fill in the date of issue (after the name of the Chief Justice) - the Central Office of the High Court will give this to you
- If the plaintiff is a minor, a '[minor consent form](#)' signed by the next friend must be attached.

Page two

- The heading on this page is 'Indorsement of Claim'. The details of the claim (that is the details of the case) are set out here
- [Form 1 in Appendix CC to Rules of the Superior Courts](#) provides the information and the format for the 'Indorsement of Claim'.

Page three

(As the 'Indorsement of Claim' can be more than one page, the reference to page three here is an example, (in fact, it may be page five or six).

- Set out the items of special damages 'Schedule Particulars of Items of Special Damage'
 - This is followed by the plaintiff's personal details;
1. The address at which the plaintiff ordinarily resides is (*state adress accurately*)
 2. The plaintiff's address for service, if different from the plaintiff's address mentioned above, should also be stated here:
 3. The plaintiff's occupation:
 4. The plaintiff's date of birth: Day ... Month ... Year ...
 5. The plaintiff's Personal Public Service Number:
(If the plaintiff has not been issued with a Personal Public Service Number, this must be stated) ...
- Confirm the details of the PIAB authorisation

- The summons should be signed by the solicitor for the plaintiff or by the plaintiff if representing him/herself
- The following information should be added here;

'This summons was issued by (*firm of solicitors*) whose registered place of business is (*insert address of solicitor firm*) solicitors or

'This summons is issued by the plaintiff in person who resides at (*insert plaintiff's address*)'

- When a summons is served on a defendant, a record of that service must be noted on the actual summons. This must be done within 3 days of service of the summons, by the person serving the summons
- The indorsement of service should be added here:

'This summons was served by me on the defendant at (*insert place of service*) on the (*insert date*) day of (*insert month and year*)

indorsed the (*insert date*) day of (*insert month and year*)

Signed: (*person who served the summons signs here*)

Address (*insert address of the person who served summons*)'

Page four

- The solicitor's name and address are added to the bottom of the page (this is the back page of the document). If the summons is being issued by the plaintiff in person, the address of the plaintiff should be provided.

Issuing the personal injury summons in the Central Office of the High Court

1. A personal injury summons is filed and issued by post or in person at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

2. Documents should be on A4 size paper.

3. Before issuing the High Court personal injury summons you should check:

- Have you attached the correct court fee
- If you are issuing by post you must include a stamped self-addressed envelope
- Is the personal injury summons in the correct format as set out in the link above
- Have you included three copies of your personal injury summons, one of which will be sealed and returned to you - this is known as the 'original summons' and must be retained. One copy of the summons should be used to serve the defendant and one will be retained in the office
- Have you read the guidelines for [what happens once you have issued the summons](#)

Note:

This check-list covers procedural points only - exceptional cases will require further consideration.

It sets out the minimum requirements contained in the Rules of the [Rules of the Superior Courts \(S.I. No. 15 of 1986\)](#).

Details of court fees are set out in the [Supreme Court, Court of Appeal and High Court Fees Order](#).

Issuing a High Court Summary Summons

A summary summons is used to sue for a liquidated sum, a set figure with or without interest.

The Rules of the Superior Courts at [Appendix A Part I No. 2](#) provides the layout of the summary summons.

What to include on a summary summons

Page one:

- The heading 'Summary Summons' appears at the top centre of the page
- The title of the case should be set out as;

Between
..... Plaintiff(s)
and
.... Defendant

The names of the plaintiffs and defendants must be set out in full - for example, Ann Black and Barry Black (not Ann and Barry Black) and no titles such as Mr. Ms. or Dr. are to be used.

-
- Do not fill in the date of issue (after the name of the Chief Justice) - the Central Office of the High Court will complete/confirm this to you

Page two:

-
- The heading on this page is 'Special Indorsement of Claim' the details of the claim - which are the details of the case - are set out here
- [Appendix B Part III](#) provides the format for the special indorsement of claim
- [Order 2](#) and [order 4](#) Rules of the Superior Courts should be used to help with completing this part of the summons
- At the end of the indorsement of claim the summons should be signed by the solicitor for the plaintiff, or by the plaintiff if representing him/herself

Page three:

- [Order 4](#) Rule 5 Rules of the Superior Courts set out that when a summons is being issued for a liquidated sum - a set amount of money with no claim for general damages - the following must be added as an indorsement for costs

'And €.. for costs, and upon payment of €.. (amount of debt) for demand and €.. for costs within six days after service further proceedings will be stayed'

- The following information should be added here;

'This summons was issued by *firm of solicitors*] whose registered place of business is [*insert address of solicitor firm*] solicitors for the plaintiff who resides at [*insert plaintiff's address*]and is [*insert plaintiff's occupation*]'

(*If the plaintiff is male and has no occupation the word 'gentleman' should be used. If the plaintiff is female and has no occupation the word 'housewife' can be used.*)

OR

'this summons is issued by the plaintiff in person who resides at [*insert plaintiff's address*] and is [*insert plaintiff's occupation*]'

(*If the plaintiff is male and has no occupation the word 'gentleman' should be used. If the plaintiff is female and has no occupation the word 'housewife' can be used.*)

- When a summons is served on a defendant a record of that service must be made on the actual summons. This is done within 3 days of service of the summons, by the person serving the summons

The indorsement of service should be added here

'this summons was served by me on the defendant at [*insert place of service*] on the (*insert date*) day of (*insert month and year*)

Indorsed the (*insert date*) day of (*insert month and year*)

Signed: (*person who served the summons signs here*)

Address (*insert address of the person who served the summons*)'

Page four:

The solicitor's name and address are added to the bottom of the page (this is the back page of the document). If the summons is being issued by the plaintiff in person, the address of the plaintiff should be provided

Issuing the summary summons in the Central Office of the High Court

1. A summary summons is filed and issued by post or in person at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

2. Documents filed should be on A4 size paper.

3. To issue the High Court summary summons you should check the following;

- Have you attached the correct court fee
- If you are issuing by post you must include a stamped self-addressed envelope
- Is the personal injury summons in the correct format as set out in the link above
- Have you included three copies of your personal injury summons, one of which will be sealed and returned to you - this is known as the 'original summons' and must be retained. One copy of the summons should be used to serve the defendant and one will be retained in the office
- Have you read the guidelines for [what happens once you have issued the summons](#)

Issuing a High Court Special Summons

A special summons is issued for summary proceedings without pleadings - that is, without the documents which are seen in other cases such as, statement of claim, defence *etc.* These cases usually relate to a specific law or issue. The case is heard on affidavit with, or without, oral evidence.

When a special summons is used

[Order 3 Rules of the Superior Courts](#) provides a list of areas where it is appropriate to issue proceedings by special summons

The more common areas include;

Judicial Separation and Family Law Reform Act 1989

Family Law (Divorce) Act 1996

Arbitration Acts 1954 , 1980, 1998

Adoption Acts 1974 and 1988

Child Abduction Act 1991

-1945

Vendor and Purchaser Act 1874 (section 9)

Garda Compensation Acts 1941

Trade Marks Act 1996

Trustee Act 1893

Possession of property on foot of a mortgage

Administration of an estate

Succession Act 1965

Administration of a trust

Conveyancing Acts 1881 - 2009

Settled Land Acts 1882 - 1890

Determination of a question of construction of a deed, will or other written instrument

An interpleader order

Orders for taxation and delivery of bills of costs

Delivery by a solicitor of deeds, documents and papers

What to include on the special summons

The Rules of the Superior Courts at [Appendix A Part I No. 3](#) provides the layout of the special summons

Page one:

- The heading 'Special Summons appears at the top centre of the page
- Insert 'In the Matter of (*cite legislation as appropriate*) ...'
- If the case is between two parties, set out the title of the case as;

Between
..... Plaintiff(s)
and
.... Defendant

The names of the plaintiffs and defendants must be set out in full - for example, Ann Black and Barry Black (*not* Ann and Barry Black) and no titles such as Mr. Ms. or Dr. are to be used.

- If the case is not between two parties, the following should be set out 'On the application of ... (insert name in full) ...'
- Do not fill in the date of issue (after the name of the Chief Justice) - the Central Office of the High Court will give this to you

Page two

- The heading on this page is 'Special Indorsement of Claim'. The details of the claim - which are the details of the case - are set out here.
- [Appendix B Part III](#) provides the format for the Special Indorsement of Claim
- [Order 3](#) and [order 4](#) Rules of the Superior Courts should be used to help with completing this part of the summons
- At the end of the indorsement of claim the summons should be signed by the solicitor for the plaintiff or by the plaintiff in representing him/herself
- The schedule of affidavits must set out the affidavits which will be used for the case

Page three

- The following information should be added here;

'this summons was issued by [insert name of *firm of solicitors*] whose registered place of business is *insert address of solicitor firm*] solicitors for the plaintiff who resides at [*insert plaintiff's address*] and is [*insert plaintiff's occupation*]'

(If the plaintiff is male and has no occupation the word 'gentleman' should be used. If the plaintiff is female and has no occupation the word 'housewife' can be used.)

OR

'This summons is issued by the plaintiff in person who resides at [*insert plaintiff's address*] and is [*insert plaintiff's occupation*]'

(If the plaintiff is male and has no occupation the word 'gentleman' should be used. If the plaintiff is female and has no occupation the word 'housewife' can be used.)

- When a summons is served on a defendant a record of that service must be made on the actual summons. This is done within 3 days of service of the summons by the person serving the summons.
- The indorsement of service should be added here:

'this summons was served by me on the defendant at [*insert place of service*] on the (*insert date*) day of (*insert month and year*)

Signed: (*person who served the summons signs here*)

Address (*insert address of the person who served the summons*)'

Page four

The solicitor's name and address are added to the bottom of the page (this is the back page of the document). If the summons is being issued by the plaintiff in person, the address of the plaintiff should be provided.

Issuing the special summons in the Central Office of the High Court

1. A special summons is filed and issued by post, or in person, at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

2. Documents filed should be on A4 size paper

3. To issue the High Court special summons you should check;

- Have you attached the correct court fee
- If you are issuing by post you must include a stamped self-addressed envelope
- Is the special summons in the correct format as set out in the [Appendix B Part III](#)
- Have you included three copies of your special summons - one of which will be sealed and returned to you. This is known as the 'original summons' and must be retained
- Have you listed the affidavits at the schedule of affidavits on page two
- Have you checked the [guidelines for filing an affidavit](#)
- Have you read the guidelines for [what happens once you have issued the summons](#)

Note:

This check-list covers procedural points only, exceptional cases will require further consideration.

It sets out the minimum requirements contained in the [Rules of the Superior Courts \(S.I. No. 15 of 1986\)](#).

Details of court fees are set out in the [Supreme Court, Court of Appeal and High Court Fees Order](#).

Seeking Leave for a Judicial Review

A judicial review under order 84 rule 20 Rules of the Superior Courts.

A judicial review is a process where a person can apply to court to have a decision of a public or administrative body overturned. A judicial review application may also be made where a public or administrative body has failed to make a decision.

1. To start the judicial review case you will require three documents
 - A statement of grounds
 - A grounding affidavit
 - An ex parte docket
2. The documents for a judicial review are filed in the Central Office of the High Court, Four Courts, Dublin 7.
3. The documents filed should be on A4 size paper.
4. To issue the documents you should check the following;
 - Have you paid the correct [court fee](#)
 - Have you enclosed two copies of your documents - which will be returned to you
 - Have included a stamped self-addressed envelope, if filing by post
 - If the applicant is a minor, a [minor consent form signed by the next friend](#) must be attached
5. File your documents in the Central Office of the High Court and on a Monday morning in term make the *ex-parte* application to court for leave (permission) to bring the judicial review case. The time and venue for this application will be published in the [legal diary](#). The application to bring a judicial review will be either granted or refused and a court order will issue confirming this.
6. More information on the layout of and what is required for the statement of grounds is set out in [order 84 rule 20](#) and appendix T forms no. [13 & 14](#) in the Rules of the Superior Courts.

This check-list covers procedural points only - exceptional cases will require further consideration. It sets out the minimum requirements contained in the [Rules of the Superior Courts \(S.I. No. 15 of 1986\)](#).

Details of court fees are set out in the [Supreme Court, Court of Appeal and High Court Fees Order](#).

Pre-Trial and Listings

Listing Procedures and Hearing Dates

When your case is ready for hearing, you should [set it down for trial](#). It will then be assigned to the relevant list dealing with this type of case. The information below details the different procedures for each list.

These lists are published in the [legal diary](#) section of this website. Your case will appear in one of the lists depending on the type of case it is.

Chancery:

Types of cases

Injunction applications, company law matters, specific performance / rescission of contracts, administration of estates of deceased persons / trust actions.

Listing procedures

The case is set down for hearing. Then a certificate stating that the case is ready for hearing (certificate of readiness) from senior counsel must be lodged. Once this is done an application can be made for a hearing date at the [time and date set out below](#).

Personal Injury:

Types of cases

All personal injury actions.

Listing procedures

Once a case is set down for hearing, it gets a list number and remains in the personal injury (PI) list until called on by the solicitors involved (every Monday in term). In the Dublin list, where a case has not been called on, a warning list system operates. The warning list operates when there are insufficient cases called on for hearing on any particular day. The PI list is supplemented with cases taken from the warning list. Applications regarding this list, and for dates in the general list, are made at the [time and date set out below](#).

You may apply for a date for country venues at the relevant callover for each country venues list. These are held approximately 2 weeks before the sitting in the venue.

Non Jury:

Types of cases

Breach of contract actions, professional negligence actions, debt collection.

Listing procedures

The case is set down for hearing. Then a certificate stating that the case is ready for hearing (Certificate of Readiness) from senior counsel must be lodged. Once this is done an application can be made for a hearing date at the time and date set out below.

Judicial Review:**Types of cases**

Challenges to the decision making processes of administrative bodies and lower courts.

Listing procedures

Once a case is ready for hearing an application can be made for a hearing date at the time and date set out below.

Allocation of hearing dates during legal term:

High Court list	Venue	Each	On consent before the registrar at	Contested applications before the list judge at
Personal injuries	Master's Court	Monday	10.00 a.m	10.00 a.m. on Tuesday morning in Court 2
Chancery	Court 3	Tuesday	10.00 a.m.	10.00 a.m.
Non jury (including circuit appeals)	Court 6	Wednesday	10.00 a.m.	10.30 a.m.
Judicial review	Court 6	Wednesday	10.00 a.m.	10.30 a.m.

Family law:**Types of cases**

All family law actions

Listing procedures

Special summonses in family law matters are transferred for hearing when in order, from the Master's list to the family law list. Nullity petitions are set down for hearing when ready. Special summonses and petitions are assigned hearing dates at the end of one legal term for the next legal term.

Jury:**Types of cases**

Libel, defamation cases; assault

Listing procedures

The case is set down for hearing. After this, the case goes into a ['list to fix dates'](#). This list to fix dates is heard at the end of one legal term and assigns cases for hearing in the next legal term, cases not assigned dates are put into the next list to fix dates held towards the end of the following term.

Circuit Appeal:**Types of Cases**

All appeals to High Court from the Circuit Court

Listing procedures

Books of pleadings must be filed. The case is then listed for mention in the non jury list for the purpose of allocation of a hearing date.

High Court actions heard outside of Dublin

Callover dates for provincial venues are published in the [legal diary](#) and the High Court [terms and sittings](#) throughout the year on the Courts Service website.

Personal injury actions

The High Court travels outside of Dublin to hear personal injury actions at [venues around Ireland](#)

Circuit Court appeals

The High Court travels to venues outside Dublin to hear [appeals from circuit court cases](#).

The rules governing Circuit Court Appeals to the High Court are dealt with by the Rules of the Superior Courts (RSC). The [Notice of Appeal form](#) is set out in Appendix I of the RSC.

Pre-trial issues

You may need to apply to court before your case is ready for hearing, for the court to deal with some preliminary matter. For example, you may need to obtain discovery of records which the other party refuses to provide. These lists are published in the [legal diary](#) section of this website.

These pre-trial applications are made using a document called a **notice of motion**. This should be filed in the Central Office of the High Court together with any supporting affidavits which ground your application. Please check the [Supreme Court, Court of Appeal and High Court Fees Order](#) for the relevant court fee.

The Central Office will list the motion in one of the following lists depending on the type of relief you are seeking from the court:-

The Legal Diary is published in the afternoon of the day before the return date on your notice of motion. This will provide the courtroom location, the name of the Judge dealing with this and the time the list starts.

Chancery motion list

Sits: Monday

Types of cases: Injunction applications, company law matters, specific performance / rescission of contracts.

Relief sought: Interlocutory injunctions, appointment of liquidators, judgment in default of appearance or defence.

Common Law motion list 1 and 2

Sits: Monday

Types of Cases: Personal injuries, breach of contract, defamation - all cases not dealt with by other motion lists.

Relief Sought: Judgment in default of appearance, judgment in default of defence, order requiring delivery of particulars, discovery, order directing security for costs *etc.*

Non-Jury motion list

Sits: Monday

Types of cases: Planning Act applications, judicial review motions.

Relief sought: Planning injunctions, extensions of time to file documents.

Judicial Review ex-parte list

Sits: Monday

Types of cases: Judicial review proceedings

Relief sought: Seeking leave of the Court to issue Judicial Review proceedings.

Asylum list

Sits: Monday

Types of cases: Asylum/immigration

Relief sought: Applications for leave on notice pursuant to s.5 of the Illegal Immigrants (Trafficking) Act, 2000. Applications for judicial review issued pursuant to an order.

Ex-parte or interlocutory applications in the above for leave or judicial review. *Ex-parte* applications for leave in asylum and immigration matters (there are a limited number of such applications not subject to s.5 of the 2000 Act).

Competition motion list

Sits: Fortnightly (every second Tuesday)

Types of cases: Competition proceedings.

Relief sought: Interlocutory relief, order requiring delivery of particulars, order directing security for costs *etc.*

Garda Compensation list

Sits: Monday

Types of cases: Applications for compensation pursuant to the Garda Síochana (Compensation) Acts 1941 and 1945

Relief sought: Assessment of damages only

Hague Luxembourg list

Sits: Wednesday

Types of cases: Wrongful removal or retention of a child from his or her place of habitual residence within the meaning of The Convention on the Civil Aspects of International Child Abduction 1980

Relief sought: Return of the child to his or her place of habitual residence

Restriction and Disqualification of Directors list

Sits: Monday

Types of cases: Motions under section 819 of the Companies Act 2014, motions under section 842 of the Companies Act 2014.

Relief sought: Extend time for the making of the application, directions as to filing, dates for hearing, short motions to restrict directors under section 819, short motions to disqualify directors under section 842, motion seeking relief from the declaration to restrict.

Chancery Special Summons list

Sits: Monday

Types of Cases: Special Summons transferred by the Master of the High Court

Relief Sought: Various reliefs sought on Special Summons

Circuit Appeals (As part of Non-Jury List)

Sits: Monday

Types of Cases: Appeals from the Circuit Court relating to personal injuries, land disputes, sale of goods *etc.*

Interlocutory motions on notice.

Relief Sought: Damages for personal injuries and other common law remedies, strike out for failure to prosecute appeal.

Application for re-instatement of cases struck out for non-attendance.

Extradition list

Sits: Monday

Types of cases: Applications under section 13 of the European Arrest Warrant Act 2003 for endorsement of incoming warrants and under section 33 for outgoing warrants.

Relief sought: Extradition (outward and inward), interlocutory orders such as discovery and bail.

Proceeds of Crime motion list

Sits: Periodically on Mondays

Types of cases: Restraining order over the property of a defendant the subject matter of CAB proceedings and the appointment of a receiver over the property.

Relief sought: Reliefs under sections 2, 3, 7 and 10(1) of the Proceeds of Crime Acts 1996 - 2005.

Family law motion list

Sits: Friday

Types of cases: all family law proceedings for example, nullity proceedings, judicial separation proceedings, adoption and child abduction proceedings.

Relief sought: Maintenance orders, child custody orders, orders directing reports be furnished.

Master of the High Court motion list

Sits: Tuesday - Friday

Types of cases: all types of cases.

Relief sought: as follows;

1. Any side-bar order (that is, order of court not required to be made by a judge) other than those mentioned in order 30(17) and (18).
2. Any order which may be made as of course.
3. An order for the appointment of a guardian *ad litem* of an infant or person of unsound mind not so found.
4. An order for a statement of the names of persons who may be co-partners in any firm suing or being sued in an action or matter.
5. An order for enlargement of the time for doing any act or taking any step in an action or matter.
6. An order for discovery, limited or general, or inspection of documents of real or personal property, or delivery of interrogatories.
7. An order for the appointment or the discharge of a receiver in uncontested applications.

8. An order to dismiss an action with costs for want of prosecution or for failure to make an affidavit of discovery or to answer interrogatories.
9. An order to strike out a defence with costs for failure to make an affidavit of discovery or to answer interrogatories.
10. An order for the taking of evidence on commission.
11. An order on an application for directions as to service in case of an originating summons not inter parties or as to other procedure in any action or matter.
12. An order adding or substituting a party in any proceeding.
13. An order giving liberty to intervene and appear.
14. An order for the amendment of pleadings on consent.
15. An order for the correction of clerical errors or errors in the names of parties in any proceeding, whether on consent or not, but subject to re-service when not on consent.
16. An order to receive a consent and make the same a rule of court where the parties are *sui juris* (that is, over 18 and of sound mind).
17. An order under the Bankers Books Evidence Act, 1879 and 1959.
18. An order for the payment out of court of funds standing to the credit of an infant (if so authorised by order of a judge) for his benefit during minority.
19. An order in uncontested cases to have an account taken or inquiry made.
20. An order for the issue, for service outside the jurisdiction, of a citation to see proceedings in contentious probate matters.
21. An order for the issue of a citation to lodge in court a grant of probate or letters of administration.
22. An order giving liberty to file a supplemental affidavit of scripts.
23. An order for the lodgement of scripts by any party.
24. An order appointing a receiver in place of a receiver who has died or been discharged, including any necessary consequential directions as to the accounts of the deceased or discharged receiver.
25. A stop order on moneys or securities in court.
26. An order for the issue of a *subpoena* under order 39 Rule 30.
27. An order for the issue of a citation in matrimonial causes or matters.
28. A seven day order for payment of costs or lodgement of security on a certificate or report from the Taxing Master in matrimonial causes or matters.
29. An order to vacate a *lis pendens* on the application of the person who registered the same.
30. An order under order 33 rule 1, of the Rules of the Superior courts on consent, settling the issues to be tried.
31. An order giving liberty to issue execution in the name of or against the legal personal representative of a deceased party.

32. An order giving liberty to renew an order of *feri facias* after the lapse of one year, or to issue a new order of *feri facias* on loss of the original (*feri facias* is an order directing the sheriff to execute a judgment on a person's goods).

33. An order for transfer of proceedings to the Circuit Court or to the District Court on consent of the parties, including all ancillary orders for the transfer of monies lodged in court.

34. An order giving liberty to serve a third party notice on consent of the plaintiff.

Setting a case down for Trial

There are two steps to setting a case down for trial, drafting and serving the notice of trial and then filing the copy notice of trial and setting down docket at the Central Office of the High Court, Four Courts, Inns Quay, Dublin 7.

- [Order 36](#) of the Rules of the Superior Courts sets out the Rules in relation to trials.
- All cases commenced by plenary summons or adjourned for plenary hearing (other than probate and admiralty actions) are set down for trial in the Central Office
- The correct court fee is attached - see [Supreme Court, Court of Appeal and High Court Fees Order](#).

A certificate of readiness signed by Counsel can only be filed in the Central Office once the Notice of Trial and Setting Down have been filed, the certificate of readiness does not require a court fee

Place of Trial :

- Medical Negligence, Chancery, Jury and Non Jury matters can only be set down in Dublin
- Personal Injury cases may be set down for any of the venues in column 1 of the table below where the Plaintiff resides or the where the accident/injury occurred in any of the Counties set out in Column 2
- An application may be subsequently made to the Court to have a matter transferred to another venue

Column 1	Column 2
Dublin	Dublin Kildare Wicklow
Dundalk	Louth Meath Longford Cavan Monaghan
Waterford	Waterford Kilkenny Carlow Tipperary Offaly Laois Wexford
Cork	Cork Kerry
Limerick	Limerick Tipperary Kerry Clare
Galway	Galway Mayo Roscommon Longford Westmeath Offaly Clare
Sligo	Sligo Donegal Leitrim Cavan Longford Westmeath Roscommon Mayo

Notice of Trial

- There are two types of Notice of Trial, examples of both are below
 - (i) the ordinary form used for chancery jury and non jury matters and
 - (ii) the form used for Personal Injury Cases
- You should state a jury (as in a chancery or non jury matter) or before a jury (as in a jury matter)
- The Notice of Trial is served on the solicitors acting for the other party or the individual if they represent themselves. This is done **before** lodging the documents in the Central Office.
- The notice of trial and setting down docket must be issued within **14 days from date the notice of trial was served** - if outside the time the notice of trial **must** be reserved.
- Pleadings for the trial Judge are lodged on the trial date
- When a Notice of Trial is served a personal endorsement of service (example below) is written on the back of the document by the person serving the document. If service has been effected by post, proof of postage (registered post slip) should be attached to the Notice of Trial.

Sample Endorsement of service

I (Server) served a true copy of the within notice of trial on the _____ day of _____ by hand/registered post on (*insert name of solicitors for the other side*) at (*insert address where service was effected*).

Dated:

Signed:

Sample Notice of Trial for Chancery / Non Jury/ Jury matters

<p>NOTICE OF TRIAL (ORDINARY FORM).</p> <p>[Title of action].</p> <p>Take notice of trial of [*this action <i>or</i> the issues in this action ordered to be tried <i>or as the case may be</i>] for such day, not being less than **twenty-one days from the date of service of this notice, as shall be fixed by the Court.</p> <p style="text-align: center;">Dated</p> <p style="text-align: center;">(Signed)</p> <p>To</p> <p>*Insert as appropriate</p> <p>**where short notice of trial has been given in accordance with Order 36 rule 16, insert lesser amount of notice to be given.</p>

Sample Notice of Trial for Personal Injury matters

NOTICE OF TRIAL (PERSONAL INJURIES).

[Title of action].

Take notice of trial of [*this action *or* the issues in this action ordered to be tried *or as the case may be*] for such day, not being less than **twenty-one days from the date of service of this notice, as shall be fixed by the Court.

at [*Insert city or town at which proceedings are triable in accordance with Order 36 rule 2*].

County in which Plaintiff resides:.....

County in which the wrong is alleged to have been committed:.....

Where a direction has been given under Order 36 rule 2 paragraph (c) or (d) of the Rules of the Superior Courts that the trial take place at a city or town other than that prescribed by Order 36 rule 2 paragraph (b), specify the date on which that direction was given:

Dated

(Signed)

*Insert as appropriate

**where short notice of trial has been given in accordance with Order 36 rule 16, insert lesser amount of notice to be given.

NOTICE OF TRIAL UNDER ORDER 36, RULE 6.

[Title of action].

Take notice of trial of [*this action *or* the issues in this action ordered to be tried *or as the case may be*] without a jury for such day, not being less than **twenty-one days from the date of service of this notice, as shall be fixed by the Court.

at

And take further notice that in the event of your not signifying your desire by notice in writing to have the same tried with a jury within four days from the service of this notice of trial [*or, in case of short notice of trial, two days*] the action [*or as the case may be*] will be tried by a judge without a jury.

Dated

(Signed)

*Insert as appropriate

**where short notice of trial has been given in accordance with Order 36 rule 16, insert lesser amount of notice to be given.

Setting Down Docket

The setting down docket is **not served** and requires €250 stamp duty
Details of the date and venue for the hearing are given on the front of the docket
The back of the docket should clearly set out the following information:

- Date and venue for the hearing
- Full title of the case
- Record Number of the case
- Date the Notice of Trial was served
- Cause of Action
- Plaintiff's Solicitors Name & Address
- Defendant's Solicitors Name & Address

The Book of Pleadings is for the Judge and is not required until the trial date.

Sample Set Down Docket

THE HIGH COURT

SETTING DOWN FOR TRIAL

RECORD NO.

BETWEEN:

[REDACTED]

PLAINTIFF

and

[REDACTED]

DEFENDANT

Sir,

I request you will enter this Action for Trial on [REDACTED]
 In the County of [REDACTED].

Signed: _____
 Solicitor for the Plaintiff

To: Chief Registrar
 Central Office
 High Court
 Four Courts
 Dublin 7

For Trial on [redacted]

Before a [redacted]

In the County of [redacted]

[redacted]

and

[redacted]

Record Number: [redacted]

Date when Notice of Trial was served: [redacted]

Cause of Action: [redacted]

Plaintiffs Solicitors: [redacted]

Defendants Solicitors: [redacted]