



Provincial Court of Saskatchewan
Judicial Centre of Saskatoon
The Small Claims Act

Claim # _____

BETWEEN

PLAINTIFF(S)

and

DEFENDANT(S)

ORDER TO FILE

Claims for \$5,00.00 or Less – Simplified Procedure

Disclosure of Documents

1. All relevant documents which a party may seek to rely upon at trial, or which may be in a party’s possession or control that another party may seek to rely upon at trial, must be copied and given to the Court and the other party to this action, in keeping with the Court’s direction.

Trial Statement and Document List

2. No later than 10 clear days prior to the case management/first appearance, and preferably 20 clear days prior, the Plaintiff(s) must file with the Court and provide to the Defendant(s), a Trial Statement and Document List with relevant numbered documents attached.
3. No later than 10 clear days prior to the case management/first appearance, the Defendant(s) must file with the Court and provide to the Plaintiff(s) a Trial Statement and Document List with relevant numbered documents attached, in the manner specified by the Court.
4. Any relevant documents created or discovered after the above time limits, must be filed and provided to the other party immediately, and in any case 10 clear days prior to the next court date, case management or trial date, whichever occurs first, unless otherwise ordered.

Statement of Defence

5. No later than 10 clear days prior to the case management /first appearance, the Defendant(s) must file with the Court and provide to the Plaintiff(s), a Statement of Defence in response to the Plaintiff’s claim.

Compliance

6. Failure to comply with this Order may, in the discretion of the presiding Judge result in an order for costs against the defaulting party and an adjournment of the case management/first appearance/trial. Further, the Judge may not allow the late filing of the pleading or document.

Dated at Saskatoon, Saskatchewan this _____ day of _____ 20_____

Judge _____