

Proceeding Timeline

CIV-2026-404-001264



To the plaintiff(s): A copy of this Proceeding Timeline is to be served on each defendant together with the proceedings.

To the defendant(s): If a defendant files a third-party notice, a copy of this Proceeding Timeline is to be served on each third party together with the third-party notice and associated documents.

Reminders

Counsel are reminded of:

- (a) the overriding objective of the High Court Rules “to secure the just resolution of any proceeding ... by proportionate means, including by ensuring its speedy and inexpensive determination” (rule 1.2(1));
- (b) the general duty to cooperate between parties and their solicitors and counsel with the other parties and their solicitors and counsel (rule 1.2A(1));
- (c) the duty to have direct discussions between lawyers and counsel representing the parties or, if not represented, directly with the parties to attempt to agree on how the proceeding will be conducted (rather than just email or other correspondence) (rule 1.2A(2)).

When Plaintiff to file Proceeding Timeline with Court

The plaintiff is to confer with the other parties and then file this completed Proceeding Timeline:

- (a) if no notice of intention to file a r 7.4(8) interlocutory application is given by any party in accordance with r 7.4(3)(a), **five working days** following the time prescribed by r 7.4(3)(a); or
- (b) if notice is given in accordance with r 7.4(3)(a) and a r 7.4(8) interlocutory application is subsequently filed in accordance with r 7.4(3)(b), **ten working days** after disposition of the application, or the filing of the statement of defence(s), whichever is the later; or
- (c) if notice is given in accordance with r 7.4(3)(a) but no r 7.4(8) application is subsequently filed in accordance with r 7.4(3)(b), **five working days** after the date in r 7.4(3)(b).

Judicial Issues Conference Ready Listing

Once this completed Proceeding Timeline has been filed, the proceeding will be referred to an Associate Judge and listed for a Judicial Issues Conference Ready Listing (JIC Ready Listing). The JIC Ready Listing will be approximately 10 working days after the last date advised below on which factual evidence, draft chronologies and copies of any additional documents are scheduled to be served.

The date of the Judicial Issues Conference will be set at the JIC Ready Listing, and will be approximately 30 working days from the date of the JIC Ready Listing.

NOTE: In the event any factual evidence, draft chronology and/or any additional documents are not served as scheduled, the JIC Ready Listing will still proceed.

Attendance at Judicial Issues Conferences

The Court expects that, in addition to counsel, appropriate representatives for the parties will attend the Judicial Issues Conference. Representatives should be a person or persons with authority to make

decisions about the conduct of the proceeding, including resolution of issues or other matters in the proceeding.

For Completion by the Plaintiff

Rule 7.4(3) Applications

Has any party filed a summary judgment application together with their pleading, or given notice in accordance with r 7.4(3) that an application falling within r 7.4(8) is intended to be filed and the application has been filed? Yes/No [If yes, complete table below. If no, move to List of pleadings]

Party giving notice	Date of notice	R 7.4(8) application intended to be filed	Date R 7.4(8) application filed	Date R 7.4(8) application disposed

List of pleadings filed and served

Pleading	Date Filed	Date Served	Initial disclosure provided
Statement of claim			Y/N
Statement of defence of [insert]			Y/N
[Insert further pleadings filed]			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N

Timetable for service of evidence and draft chronologies

Parties are required to serve factual witness statements, draft chronologies and copies of additional documents referred to by dates set out in the table below (r 7.4(4)). Parties are reminded that the filing of an interlocutory application otherwise than in accordance with 7.4(3) does not halt or change the default timetable set out in r 7.4.

NOTE: If an alternative timetable for the exchange of evidence is required and agreed between the parties (or is sought but cannot be agreed), a joint memorandum (with any differences set out) is to be filed together with the Proceeding Timeline seeking amended directions in accordance with r 7.4(10). Reasons for any proposed alternative timetable must be provided.

Party	Date for Service	Date Calculated
Plaintiff(s)	25 working days from date of last pleading (as defined in r 7.4(3)(a)) (r 7.4(4)(a))	
Defendant(s)	45 working days from date evidence and draft chronology served by plaintiff (r 7.4(4)(b))	
Plaintiff/counterclaim defendant - if affirmative defence or counterclaim	25 working days from date evidence and draft chronology served by defendant(s) (r 7.4(4)(c))	
Third Party(ies)	45 working days from date evidence and draft chronology served by defendant (r 7.4(6)(b)).	
Fourth Party(ies)	45 working days from date evidence and draft chronology served by defendant (r 7.4(6)(b)).	

For plaintiff’s counsel, or plaintiff (if acting in person), to confirm before filing with the Registry:

Before filing this Proceeding Timeline, I have conferred with counsel for the other party/parties, (or with the other party/parties directly if they are not represented) and either:

- a) confirm that they accept the dates calculated for the exchange of factual evidence, draft chronologies and additional documents above, or Y/N
- b) a joint memorandum is filed together with this Timeline (with any differences set out) seeking directions Y/N

[INSERT] for the plaintiff

OFFICE USE ONLY

Timeline filed (date and time) _____

CIV-2026-404-001264

Date



High Court Practice Note — Proceeding Timeline

1. This Practice Note applies to general civil proceedings commenced on or after 1 January 2026. It addresses the completion and filing by the plaintiff of a new document named a “Proceeding Timeline”.¹

Background

2. A new regime for general civil proceedings in the High Court commences on 1 January 2026. The new regime has three key differences from the existing approach:
 - (a) an “evidence first” model;
 - (b) a judicial issues conference (JIC) will largely replace the existing case management regime; and
 - (c) at trial, a greater focus on contemporaneous documents.
3. For the new regime to be effective, the JIC needs to take place relatively early in a proceeding, shortly after the exchange of factual witness statements, draft chronologies, and any additional documents referred to in those materials which have not already been disclosed (collectively, the “factual evidence”).
4. The Working Group charged with oversight of the implementation of the new Rules considered it would assist the parties, the Registry and the Court if the plaintiff were to confirm with the Court the calculated (or proposed) dates by which the parties’ factual evidence is to be served. This will be done by the plaintiff completing and filing a Proceeding Timeline.
5. The proceeding will then be listed in an Associate Judge’s chambers list for a JIC ready listing approximately two weeks after the date advised in the Proceeding Timeline for last factual evidence to be served. The purpose of that listing will be to confirm that the parties are ready for a JIC to be scheduled, and to make all necessary timetabling and other directions in relation to that step.

¹ This document has been referred to in some previous materials as a “Proceeding Notice”.

The Proceeding Timeline

6. A template of the Proceeding Timeline can be found here [Documents - prescribed forms & useful templates | New Zealand Ministry of Justice](#).² A copy of this document will also be issued to the plaintiff at the same time endorsed copies of the plaintiff's pleadings are released by the Registry for service.
7. In addition to providing for confirmation of the timetable for the service of factual evidence, the Proceeding Timeline also reminds the parties of the overriding objective of the new Rules (r 1.2), contains a statement of the Court's expectation that parties (in addition to lawyers) will attend JICs, provides for confirmation that no dispositive interlocutory applications (being those referred to in r 7.4(8)) have been filed (if that is the case), and provides for the plaintiff to list the further pleadings (beyond the statement of claim) that have been filed and served.

Completion of the Proceeding Timeline

8. The plaintiff is to confer with the other parties prior to completing and filing the Proceeding Timeline. The parties are to comply with the duty to cooperate (r 1.2A) when conferring on the completion of the Proceeding Timeline.
9. The completed Proceeding Timeline is to be filed in accordance with the following timeframes:
 - (a) if no notice of intention to file a r 7.4(8) interlocutory application is given by any party in accordance with r 7.4(3)(a), **five working days** following the time prescribed by r 7.4(3)(a); or
 - (b) if notice is given in accordance with r 7.4(3)(a) and a r 7.4(8) interlocutory application is subsequently filed in accordance with r 7.4(3)(b), **ten working days** after disposition of the application, or the filing of the statement of defence(s), whichever is the later; or
 - (c) if notice is given in accordance with r 7.4(3)(a) but no r 7.4(8) application is subsequently filed in accordance with r 7.4(3)(b), **five working days** after the time prescribed in r 7.4(3)(b).
10. As set out in the template Proceeding Timeline, if the parties agree to an alternative timetable for the service of factual evidence to that set out in r 7.4(4), or one party seeks an alternative timetable which is not agreed, the plaintiff is to file the Proceeding Timeline together with a joint memorandum setting out the proposed alternative timetable agreed,³ or if not agreed, the parties' respective positions on the proposed timetable. Reasons are to be given as to why any proposed alternative timetable is

² Available on the Ministry of Justice website from 1 January 2026.

³ Parties should not assume that consent to an alternative timetable will result in an amendment to the default timetable set out in r 7.4(4).

appropriate and consistent with the overriding objective set out in r 1.2. Separate memoranda addressing disputed timetables are not to be filed.

11. In the event an agreed or disputed alternative timetable is proposed, the joint memorandum is to be referred to an Associate Judge who will deal with the matter on the papers pursuant to r 7.4(10) (unless directions are made otherwise).
12. Parties and counsel should be aware that the Court's expectation is that the default timetable in r 7.4(4) will be appropriate for the very large majority of general proceedings.

JIC ready listing

13. Following the Proceeding Timeline being filed, the Registry is to schedule the proceeding for a JIC ready listing appearance approximately two weeks after the scheduled date by which the last of the parties' factual evidence is to be served. Even if there has been slippage in the timetable, the JIC ready listing will proceed (save for exceptional circumstances). At the JIC ready listing, the party or parties in default will be expected to explain to the Court why there has been default and what is required to bring the matter back into compliance.
14. This Practice Note is not intended to effect any change to the requirements of the High Court Rules governing general proceedings filed on or after 1 January 2026.

Hon Justice Sally Fitzgerald
Chief High Court Judge – Te Kaiwhakawā Matua
17 December 2025