

FORM 5:

**PRE-ACTION PROTOCOL CHECKLIST
TO BE FILED WITH STATEMENT OF CLAIM**

1. Has the defendant acknowledged receipt of the claimant's letter of claim?

Ans: Yes / No

2. Have attempts been made to settle the matter?

Ans: Yes / No

If no, please give reasons.

3. Have the parties considered alternative remedies under the Protection from Harassment Act (Cap. 256A)?

Ans: Yes / No

If no, please give reasons.

4. Are any of the claims made by the claimant admitted by the defendant?

Ans: Yes / No

5. Has the defendant indicated that he has a counterclaim for defamation?

Ans: Yes / No

6. Is that counterclaim or any part thereof admitted by the claimant?

Ans: Yes / No / Not applicable

7. The following documents / information have been exchanged between the claimant and defendant:

[Claimant to set out list of documents/information]

I confirm that I have complied with the Pre-Action Protocol for Defamation Actions.

[Signed off by claimant]

[This section is to be completed by the claimant's solicitors]

I have provided my client(s) with an estimate of the costs to be incurred if the matter proceeds to trial.

[Signed off by claimant's solicitors]