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Our Ref:        { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
                 client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\*  
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{ IF { MERGEFIELD TK\_PICLIENTINFO\_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD  
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TK\_PICLIENTINFO\_TK\_LITFRNDFORE } { MERGEFIELD  
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{ MERGEFIELD TK\_PICLIENTINFO\_TK\_LITFRNDADDR }" "{ MERGEFIELD  
LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }  
{ MERGEFIELD CALCULATION\_ADDRESS }" }

Dear { IF { MERGEFIELD TK\_PICLIENTINFO\_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD  
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TK\_PICLIENTINFO\_tk\_SALUTATION }" }" }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

Following receipt of the Defence, I have received a request from the court for a report on the case and suggestions as to how the matter should now move forward. The Defendant's solicitors will have received a similar request for a report.

I am outlining to the court the background to the matter and inviting the court to make directions which I hope will help to move the case forward towards a final hearing.

To do this, the court will need to allocate the case to a track and give appropriate directions for trial.

Once this 'trial window' is known, we will have a good idea of when the hearing will take place, if a settlement cannot be agreed meanwhile.

The court may even fix a hearing date at this stage.

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So that I can ensure that any hearing date or time within which the hearing date will be arranged in due course is convenient for you, and indeed other people involved in the case, I should be grateful for details of your availability during the next 12 months.

I will let you have a further report once the case has been allocated to a track and the court has given case management directions. I will then be in a position to outline in more detail any decisions made by the court on the evidence that each party can rely on, as well as the likely timescale for then dealing with progress of the case.

I expect to hear from the court within the next few weeks.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
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