Guidance on Using the Interlocutory Order Template

(Form 20 of the District Court Rules 2014)

About the interlocutory order

Use this form if you have obtained an interlocutory order and you want to, or are required to, have the order sealed. Once your interlocutory order has been sealed, you must immediately serve a copy of the judgment on every other party to the proceedings who has given an address for service, and any other person who is affected by the order. See [rule 7.40 of the District Court Rules 2014](http://www.legislation.govt.nz/regulation/public/2014/0179/latest/DLM4980744.html).

How to use the template

All the required fields are set out in the template on the following two pages.

The sections that you have to fill out are marked with red text. The red text explains what you need to put in. These are either:

* fillable form fields, so click on the red text and start typing.
* dropdown fields, where you can select and option.

The blue text is explanatory notes. Delete these notes before printing the form.

Formatting your form

Before printing the form, check that the pages are numbered. Numbering should start at page 1 on the page after the cover page (i.e. the cover page should not be numbered). The template is set up to automatically number the pages in this matter.

You may print the form either single or double-sided. However, the cover sheet must not be double sided. If you print double sided you must adjust the margins as follows:

* In the “Margins” section in Word, select “Custom Margins”. In the box that pops up, find the field called “Multiple pages”. Select “Mirror Margins” from the dropdown menu, and click OK.
* The wide margin should now be on the left of every front page, and on the right of every reverse page.

Once you have completed the form, print and sign it.

In the District Court

Choose an item. Registry

No: Enter the CIV number (court reference number)

Under the: Enter the Act under which the proceeding is being brought (for example, “Fair Trading Act 1986”). Delete this line if not applicable.

In the matter of Enter in a few words what the dispute is about. For example, “a breach of contract”.

Between: Plaintiff’s full name, address and occupation.

(plaintiff)

And: Defendant’s full name, address and occupation.

(defendant)

Note: if there are more than two parties involved, list their names, addresses and occupations in the format above.

If there is a counterclaim, repeat the fields above for any counterclaim plaintiffs/defendants.

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Fill out the option that applies and delete the other option. **NOTE: enter enough lines above so this section is at the bottom of the cover page.**

For an individual: Filed by Person’s name, the Your role in proceedings, e.g. “plaintiff” in person.

OR; for an organisation: Filed by Person’s name, an authorised officer for the Your organisation’s role in proceedings, e.g. “plaintiff”, Enter the name of the organisation.

To name of every person required to be served with a copy of the order

1. The interlocutory application made by name of applicant on date of application was determined by judicial officer type name of judicial officer on date of order.
2. For this paragraph select the statement that applies

Statement A

The determination was made following a hearing held on date(s) of hearing with appearances by list the names of counsel or solicitors who represented respective parties at the hearing and state whether any party appeared in person at the hearing (e.g. Mrs Jane Smith in person as the applicant and Mr John Brown counsel for the respondent).

Statement B

The determination was made without a hearing.

Statement C

The determination was made with the consent of the parties.

1. The following Choose an item made specify any orders made, numbering them if more than 1).

This section is completed by a Registrar/Deputy Registrar:

Date:

Signature:

(Registrar/Deputy Registrar)