Court Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Civil File Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Superior Court of Justice – Civil List**

**Telephone Conference Hearing Request Form**

**PLEASE NOTE:** Appointments are for procedural matters only.

Appointments are scheduled for no more than 30 minutes. **This time allotment will be enforced.**

Please indicate if the requested relief is: [ ]  on consent [ ]  unopposed [ ]  opposed

|  |
| --- |
|  Short Title of Proceeding: |
|  Date(s) requested: |
| Is there a hearing date scheduled? [ ]  No [ ]  Yes. If so, please indicate date: Is the hearing regarding: [ ]  Motion [ ]  Application [ ]  Trial  |
| Please indicate if this appointment request is with respect to one of the following:  Establish a new timetable or amend an existing timetable for an application or motion.  Establish a new timetable or amend an existing litigation timetable for the proceeding.  For existing timetables: Please indicate if it was set by a: [ ]  Master [ ]  Judge  |
| Please provide further explanation:  |
| List the materials that will be necessary for the appointment. The parties may not submit any affidavit or motion materials.  |

|  |
| --- |
| Please provide a brief explanation of the requested relief below: |

Parties may submit email correspondence outlining details of the issues to be discussed in the appointment. Email correspondence should be no longer than 1 page in length.

|  |  |
| --- | --- |
| **Counsel for Applicant/Moving Party** | **Counsel for Other Party** |
| [ ]  **Self-Represented** | [ ]  **Self-Represented**  |
| **Party** |  | **Party** |  |
| **Counsel**(Print and sign or initial) |  | **Counsel**(Print and sign or initial) |  |
| **Address** |  | **Address** |  |
| **Phone** |  | **Phone** |  |
| **Email\*** |  | **Email\*** |  |

(If more than 2 parties are involved, add additional signatures and particulars a separate page)

\*Email address information is mandatory for telephone conferences. Failure to provide this information will result in your request being rejected.

**Please email form to: Dana.Blum@ontario.ca**

**IMPORTANT: Please attach related/previous Endorsements or Court ordered timetables.**