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

**Superior Court of Justice – Civil List**

**Telephone Conference Hearing Request Form**

**PLEASE NOTE:** Appointments are for consent, unopposed or opposed 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

|  |
| --- |
| Title of Proceeding: |
| Date(s) requested, as agreed by all participants: |
| 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:  Associate Judge  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. It is the responsibility of the party requesting the conference hearing to submit dates agreeable by all participants.

**Please email form to: Helena.Howell@ontario.ca**

**IMPORTANT: Please attach related/previous Endorsements, Title of Proceeding and any Court ordered timetables.**