



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? <input type="checkbox"/> No <input type="checkbox"/> Yes. If so, please indicate date: Is the hearing regarding: <input type="checkbox"/> Motion <input type="checkbox"/> Application <input type="checkbox"/> 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: <input type="checkbox"/> Master <input type="checkbox"/> 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.

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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	
<input type="checkbox"/> Self-Represented		<input type="checkbox"/> Self-Represented	
Party		Party	
Counsel <small>(Print and sign or initial)</small>		Counsel <small>(Print and sign or initial)</small>	
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.