|  |  |  |  |
| --- | --- | --- | --- |
| Small Claims Court Location | Court File No. | | |
|  |  | | |
| ONTARIO SMALL CLAIMS COURT | | | |
| BETWEEN: | | | |
|  | | | , Plaintiff(s) |
| -and- | | | |
|  | | , Defendant(s) | |

To ask the Court to schedule a remote settlement conference where all parties to the action agree to proceed with one, please submit this form. The Court will conduct the conference if each defendant has filed a defence or was noted in default in the matter prior to August 31, 2020.

If one or more other parties do not agree to proceed with a settlement conference, you may request a settlement conference using [this form](https://www.ontariocourts.ca/scj/files/forms/scc-sc-oneparty-request-EN.docx) on the Superior Court of Justice website.

This form is to be submitted by only one party or their legal representative. Note that all parties, or their legal representatives, must sign this form to indicate their consent to the request for a settlement conference.

Conferences will be conducted by Zoom, a videoconferencing program, unless a party indicates that they are unable to participate by Zoom. The Court will make the arrangements for Zoom and will advise the parties of the connection arrangements. If a party is unable to participate by Zoom, the Court will arrange for a teleconference line.

All parties and all legal representatives must attend the settlement conference. A device with a camera and a microphone, plus access to WiFi/an internet connection, will be required for participation by Zoom.

**DIRECTIONS:**

Complete this form and email it to [**smallclaims.settlementconferences@ontario.ca**](mailto:smallclaims.settlementconferences@ontario.ca). The subject line of your email must include the court location, file number, the word “Settlement Conference” and your name. Please do not add additional pages.

Please DO NOT email court documents with your request. If your requested settlement conference is scheduled, you will receive an email with information including the date of your hearing, details about how to attend, and an email address where you must send your court documents for the hearing.

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor name | Requestor’s role (party or legal representative) | | |
|  |  | | |
| Requestor’s telephone number | Email address | | |
|  |  | | |
| Date of previously scheduled settlement conference (if suspended on March 16, 2020) | | | |
|  | | | |
| Each defendant has filed a defence or was noted in default in the matter prior to August 31, 2020 (check one box) | | | |
| Yes | | No | |
| Check this box only if at least one party or legal representative in this action cannot participate using Zoom | | | |
|  | | | |
| Language of requested settlement conference (check one box) | | | |
| English | | | French | |
| Date(s) or time(s) in which at least one party or legal representative is not available to attend | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Date) |  | (Name of party/legal representative) |  | Signature |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | (Role: plaintiff/defendant/legal representative) |  |  |
|  |  |  |  |  |
|  |  | (Telephone number) |  |  |
|  |  |  |  |  |
|  |  | (Email address) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Date) |  | (Name of party/legal representative) |  | Signature |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | (Role: plaintiff/defendant/legal representative) |  |  |
|  |  |  |  |  |
|  |  | (Telephone number) |  |  |
|  |  |  |  |  |
|  |  | (Email address) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Date) |  | (Name of party/legal representative) |  | Signature |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | (Role: plaintiff/defendant/legal representative) |  |  |
|  |  |  |  |  |
|  |  | (Telephone number) |  |  |
|  |  |  |  |  |
|  |  | (Email address) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Date) |  | (Name of party/legal representative) |  | Signature |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | (Role: plaintiff/defendant/legal representative) |  |  |
|  |  |  |  |  |
|  |  | (Telephone number) |  |  |
|  |  |  |  |  |
|  |  | (Email address) |  |  |

(If additional signature lines are required, please add additional signature lines as above (printed date, name of party/legal representative, role, telephone lawyer, email address and signature) for plaintiff(s) and defendant(s).

**DO NOT ATTACH ANY COURT DOCUMENTS.**