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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Civil File Number | | |  | | | | | | | Date | | | |  | | | | | |
| Superior Court of Justice – Civil List Case Conference Request Form  (Rule 50.13) | | | | | | | | | | | | | | | | | | | |
| Case conferences are scheduled for 15 minutes in duration. **This time allotment will be enforced.**  **Note:** This form is not applicable to requests for relief under Rule 48.14 (Dismissal of Action for Delay). Parties are required to follow the procedure under that rule. | | | | | | | | | | | | | | | | | | | |
| Please indicate whether the case conference is sought before a judge or an associate judge: | | | | | | | | | Judge | | | Associate Judge | | | | | | | |
| 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 | | | | Appeal | | |
| Please indicate if this case conference request is with respect to one of the following: | | | | | | | | | | | | | | | | | | | |
|  | | Establishing a new timetable or amending an existing timetable regarding an application or motion | | | | | | | | | | | | | | | | | |
|  | | Establishing a new timetable or amending an existing timetable regarding a trial or appeal | | | | | | | | | | | | | | | | | |
| For existing timetables: | | | | | | | | | | | | | | | | | | | |
|  | Please indicate if it was set before a Judge or Associate Judge: | | | | | | | | | | | | | | Judge | | | Associate Judge | |
| Please indicate the relief sought: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| List the materials that will be necessary for the case conference. The parties may not submit any affidavit or motion materials. | | | | | | | | | | | | | | | | | | | |
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| Please provide a brief rationale for the relief requested: | | | |
|  | | | |
| Parties may submit email correspondence outlining details of the issues to be discussed in the case conference 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 name and sign or initial) |  | **Counsel**  (Print name and sign or initial) |  |
| **Address** |  | **Address** |  |
| **Phone** |  | **Phone** |  |
| **Email** |  | **Email** |  |
| (If more than 2 parties are involved, insert additional signatures and particulars below.) | | | |
| **Please email completed form in Microsoft WORD™ format to:** | | | |
| [TorontoCaseConferenceAppointments@Ontario.ca](mailto:TorontoCaseConferenceAppointments@Ontario.ca) | | | |
| **IMPORTANT: Please attach any related endorsements or court ordered timetables.** | | | |

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| **Presiding Judge or Associate Judge:** | | |  | | | | | | | | | |
| Date Heard: | |  | | |  | | | | | | | |
| Counsel if different from the list above: | | | | Plaintiff: | | |  | | | | | |
|  | | | | Defendant: | | | | |  | | | |
|  | | | | Other: | |  | | | | | | |
| **FOR JUDICIAL USE ONLY**  **The following directions marked with an “X” are ordered:** | | | | | | | | | | | | |
|  | Motion/Application/Appeal to be heard in writing during the week of | | | | | | | | |  | | . |
|  | The timetable set out below is ordered. | | | | | | | | | | | |
|  | Motion/ Application/Appeal scheduled for oral hearing [strike as appropriate:] | | | | | | | | | | | |
|  | in court / by telephone / by videoconference on | | | | | | |  | | | . | |
|  | The timetable set out below is ordered. | | | | | | | | | | | |
|  | No hearing is being scheduled at this time for the reasons set out in the Endorsement, below. | | | | | | | | | | | |
|  | Rule 34.12 applies to all examinations and cross-examinations taken for this motion. The witness shall answer all questions to which objection is taken unless the objection is based on lawyer-client privilege. No answer to a question to which objection has been taken may be used unless a ruling is obtained from the judge or associate judge at the hearing of the motion or application. Abuse of this rule may be subject to punitive costs or other sanctions. | | | | | | | | | | | |
|  | No formal order is required for these directions. | | | | | | | | | | | |
|  | Additional terms (if any): | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| Endorsement: | | | | | | | | | | | | |

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| --- | --- | --- | --- |
| Date: |  | Judge or Associate Judge: |  |
|  |  |  | Signature |

**HEARING TIMETABLE**

**SUMMARY TRIAL \_\_\_\_\_\_\_\_\_ MOTION \_\_\_\_\_\_\_\_\_\_\_ APPLICATION \_\_\_\_\_\_\_\_\_\_\_ APPEAL\_\_\_\_\_\_\_\_\_\_\_**

* **MOVING PARTY’S MOTION/APPLICATION/APPEAL RECORD TO BE DELIVERED[[1]](#footnote-1) BY:**
* **RESPONDING PARTY’S RECORD TO BE DELIVERED BY:**
* **REPLY RECORD, IF ANY, TO BE DELIVERED BY:**
* **CROSS-EXAMINATIONS, IF ANY, TO BE COMPLETED BY:**
* **MOVING PARTY’S/APPLICANT’S/APPELLANT’S FACTUM TO BE DELIVERED BY:**
* **RESPONDING PARTY FACTUM TO BE DELIVERED BY:**
* **REPLY FACTUM, IF ANY, TO BE DELIVERED BY:**
* **CONFIRMATION FORM TO BE DELIVERED BY:**
* **APPROVED HEARING DATE AND LENGTH OF HEARING:**
* **ANY ADDITIONAL TIMETABLE ITEMS:**

**THE PARTIES SHALL COMPLY WITH ALL PRACTICE DIRECTIONS ISSUED FOR TORONTO REGION APPLICABLE TO THIS MOTION, APPLICATION, OR APPEAL, INCLUDING THE REQUIREMENTS FOR FILING DOCUMENTS THROUGH THE CIVIL SUBMISSIONS ONLINE PORTAL AND UPLOADING THEM TO CASELINES.**

**COUNSEL AND SELF-REPRESENTED PARTIES ARE REMINDED OF THE REQUIREMENT TO CONFIRM HEARINGS BEFORE A JUDGE OR AN ASSOCIATE JUDGE IN ACCORDANCE WITH RULES 37.10.1 (MOTIONS) OR RULE 38.09.1 (APPLICATIONS). IN ADDITION TO THOSE *RULES,* ADDITIONAL STEPS TO CONFIRM A HEARING DATE BEFORE A JUDGE ARE REQUIRED BY SECTION 24 OF THE*CONSOLIDATED PRACTICE DIRECTION FOR CIVIL ACTIONS, APPLICATIONS, MOTIONS AND PROCEDURAL MATTERS IN THE TORONTO REGION* FOUND AT:**

[**https://www.ontariocourts.ca/scj/practice/practice directions/toronto/t/#D\_Scheduling\_a\_Long\_Application\_Long\_Motion\_Summary\_Judgment\_Motion\_or\_Urgent\_Matter\_before\_a\_Judge**](https://www.ontariocourts.ca/scj/practice/practice%20directions/toronto/t/#D_Scheduling_a_Long_Application_Long_Motion_Summary_Judgment_Motion_or_Urgent_Matter_before_a_Judge)**.**

**SCHEDULED PROCEEDINGS THAT ARE NOT CONFIRMED ON A TIMELY BASIS MAY NOT BE LISTED FOR HEARING DESPITE THIS ENDORSEMENT.**

1. *Rule* 1.01: “deliver” means serve and file with proof of service, and “delivery” has a corresponding meaning. [↑](#footnote-ref-1)