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|  | **COURT OF APPEAL FOR ONTARIO****Counsel Slip and Hearing Information Form** |

*Please send the completed form to* *coa.e-file@ontario.ca**. For single judge motions, moving parties must submit this form at the same time as they file their notice of motion. Responding parties must submit their form 24 hours before the hearing (excluding weekends and holidays). For panel motions and appeals, all parties must submit this form at least 10 business days before the hearing. Parties to panel motions and appeals are encouraged to collaborate and submit one form on behalf of all parties.*

**CASE INFORMATION**

|  |  |
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| **Court of Appeal File Number (*if applicable*):** |  |
| **Court of Appeal Motion Number (*if applicable*):** |  |
| **Case Name:** |  |
| **Date of Hearing:** |  |
| **In criminal appeals, is the appellant on a release pending appeal?** | [ ]  No.[ ]  Yes. Write out the wording of the surrender condition below: |

**COUNSEL SLIP[[1]](#footnote-1)**

***NOTE: When providing your name, if you wish, you may include your prefix (Mr./Ms./Mx., etc.) at the beginning of your name and/or your pronouns (he/him, she/her, they/them, etc.) in brackets after your name, as well as the phonetic pronunciation of your name and/or a link to an audio recording of your name (e.g., a NameBadge from*** [***name-coach.com***](https://www.name-coach.com/namebadge)***).***

**For Appellant(s)/Moving Party(ies):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person Appearing** **(*including prefix, pronouns and/or name pronunciation, if you wish – see note above*)**  | **Name of Party**  | **Appearing in person or remotely?** | **Email Address and Phone Number****(*where you can be reached during the appeal/motion, if necessary*)** |
|  |  | [ ]  In Person [ ]  Remotely |  |
|  |  | [ ]  In Person [ ]  Remotely |  |

**For Respondent(s)/Responding Party(ies):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person Appearing (*including prefix, pronouns and/or name pronunciation, if you wish – see note above*)**  | **Name of Party**  | **Appearing in person or remotely?** | **Email Address and Phone Number****(*where you can be reached during the appeal/motion, if necessary*)** |
|  |  | [ ]  In Person [ ]  Remotely |  |
|  |  | [ ]  In Person [ ]  Remotely |  |

**For Other:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person Appearing in Person****(*including prefix, pronouns and/or name pronunciation, if you wish – see note above*)**  | **Name of Party**  | **Appearing in person or remotely?**  | **Email Address and Phone Number****(*where you can be reached during the appeal/motion, if necessary*)** |
|  |  | [ ]  In Person [ ]  Remotely |  |
|  |  | [ ]  In Person [ ]  Remotely |  |

**HEARING INFORMATION[[2]](#footnote-2)**

**NEW: Is the hearing a criminal matter or a civil matter?**

[ ]  Criminal. Please attach a copy/copies of the Certificate Respecting *in Camera* Proceedings, Sealing Orders and Publication Bans ([Form 7](http://ontariocourtforms.on.ca/static/media/uploads/courtforms/appeals/7/form-7-certificate-respecting-bans-en.docx)) previously filed with the factum(s) and please update as required. Please also answer the remaining questions on this form.

[ ]  Civil. Please answer the remaining questions on this form.

**Is there a legal provision or an existing court order**[[3]](#footnote-3) **that requires this hearing to be held *in camera* (closed to the public) (e.g., proceedings under the *Child, Youth and Family Services Act*)?**

[ ]  Yes. Identify that legal provision or court order below and attach a copy of the court order if available:

[ ]  No.

**Are there any privacy or publication concerns associated with this case (e.g., publication bans, sealing orders, identities of children, etc.)?**

[ ]  Yes. Describe these concerns below. If there is a publication ban and/or sealing order in place, clearly describe the ban/order, its legal basis and what it specifically covers in the proceedings. Please also attach a copy of the court order if available:

[ ]  No.

**Can the privacy/publication concerns identified above be mitigated through the use of specific strategies during oral submissions, such as using initials instead of names, avoiding potentially sensitive details not essential to the argument, etc.?[[4]](#footnote-4)**

[ ]  Yes. Identify those specific strategies that could be used to mitigate the privacy/publication concerns below:

[ ]  No. Please explain why not below:

**REMINDER:** Unless permission is given by the court, it is an offence under [s. 136 of the *Courts of Justice Act*, R.S.O. 1990, c. C.43](https://www.ontario.ca/laws/statute/90c43#BK182), punishable by a fine of not more than $25,000 or imprisonment of up to six months, or both, to record any part of the proceedings, including by way of screenshot/capture and photograph, as well as to publish, broadcast, reproduce or disseminate any such recording.

**CONFIRMATION**

[ ]  By checking this box, I/we confirm that I/we have reviewed the record in this case, and I/we have answered the questions about privacy/publication concerns to the best of my/our knowledge.

[ ]  By checking this box, I/we confirm that I/we will follow the Court of Appeal for Ontario’s [*Protocol for In-Person Hearings During the COVID-19 Pandemic*](https://www.ontariocourts.ca/coa/how-to-proceed-court/practice-directions-guidelines/protocol-for-in-person-hearings-covid-19-pandemic/).

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| Signature[ ]  If you are unable to sign above, please check this box. This will represent your signature.  |  | Signature[ ]  If you are unable to sign above, please check this box. This will represent your signature. |
|  |  |  |
| Name (Party) |  | Name (Party) |
|  |  |  |
| Law Society Number (*unless self-represented*) |  | Law Society Number (*unless self-represented*) |
|  |  |  |
| Date |  | Date |

1. Please include all counsel representing a party at the hearing, even if they are not making oral submissions, and all self-represented litigants. Pursuant to the Court of Appeal for Ontario’s [Protocol for In-Person Hearings During the COVID-19 Pandemic](https://www.ontariocourts.ca/coa/how-to-proceed-court/covid-19/protocol-for-in-person-hearings-covid-19-pandemic/), in-person attendance is ordinarily limited to individuals making oral submissions and a maximum of two additional individuals per party. If you have an accessibility-related accommodation request in relation to in-person attendance, please contact the Court’s Accessibility Coordinator at coa.registrar@ontario.ca. [↑](#footnote-ref-1)
2. Spaces on form for input can expand, if needed. [↑](#footnote-ref-2)
3. Applications for a discretionary order to proceed *in camera* (close a hearing to the public) should be brought well in advance of the hearing date. The Court will give notice to the media of any such application. [↑](#footnote-ref-3)
4. In considering this, parties should be aware of the increased risk for unlawful recording and dissemination associated with online proceedings. [↑](#footnote-ref-4)