**URGENT CASE CONFERENCE OR MOTION REQUEST FORM**

**Court File #**

**ONTARIO SUPERIOR COURT OF JUSTICE**

**at *Court office address***

* ***This form shall be filed by e-mail to the CSD mailbox (see Notice to Profession for e-mail addresses) and not through the JSSO Portal. The subject line of the e-mail should say: “Request for Urgent Conference/Motion”. The form can also be filed in person at the counter.***
* ***This form does not need to be served on the other party. There shall be no hold on the request.***
* ***If leave is granted for an urgent conference, this form shall also constitute the requesting party’s Urgent Case Conference brief.***

|  |  |
| --- | --- |
| **Name of party filing this brief** | **Date of Request** |
|  |  |

|  |  |
| --- | --- |
| **Applicant(s)** |  |
| *Full legal name & address for service: street, number, municipality, postal code telephone & fax numbers & e-mail address (if any).* | *Lawyer’s name & address: street, number, municipality, postal code, telephone & fax numbers & e-mail address (if any).* |
|  |  |
| **Respondent(s)** |  |
| *Full legal name & address for service: street, number, municipality, postal code telephone & fax numbers & e-mail address (if any).* | *Lawyer’s name & address: street, number, municipality, postal code, telephone & fax numbers & e-mail address (if any).* |
|  |  |

|  |
| --- |
| PART 1: FAMILY FACTS |
|  |
| 1. | **APPLICANT:** | Age: |  |  | Birthdate: *(d, m, y)* |  |  |
|  |
| 2. | **RESPONDENT:** | Age: |  |  | Birthdate: *(d, m, y)* |  |  |

|  |  |
| --- | --- |
| 3. | **RELATIONSHIP DATES:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Married on *(date)* |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Separated on *(date)* |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Started living together on *(date)* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Never lived together |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Other *(Explain.)* |

|  |  |
| --- | --- |
| 4. | The basic information about the child(ren) is as follows: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s full****legal name** | **Age** | **Birthdate***(dd/mmm/yyyy)* | **Grade/Year and****School** | **Now living with** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Has a Case Conference already been conducted? y/n**

**ISSUE #1**

**Why is it urgent (not urgent)?**

**What is the relief sought?**

**ISSUE #2**

**Why is it urgent (not urgent)?**

**What is the relief sought?**

**ISSUE #3**

**Why is it urgent (not urgent)?**

**What is the relief sought?**