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| Superior Court of Justice – Central South RegionCase Conference Request Form(Rule 50.13) |
| Case conferences are scheduled for 15 minutes in duration by conference call. **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 if the requested relief is: | [ ]  on consent | [ ]  unopposed | [ ]  opposed |
| **Court Location, Title of Proceeding and Court File No:** |
|       |
| Date(s) requested: |
|       |
| Is there a future 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: |
|       |

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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:** |
| Hamilton Sopinka – Hamilton.Superior.Court@ontario.caKitchener/Waterloo Region – Kitchener.Superior.Court@ontario.caSt. Catharines – St.Catharines.Superior.Court@ontario.caWelland – Welland.Superior.Court@ontario.caBrantford – brantfs@ontario.ca Cayuga – Cayuga.Superior.Court@ontario.caSimcoe – Simcoe.Superior.Court@ontario.ca |
| **IMPORTANT: Please upload pleadings and any related endorsements or court ordered timetables to Case Center.** |

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| **Presiding 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 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. |
| [ ]  | No formal order is required for these directions. |
| [ ]  | Additional terms (if any): |
|  |  |
| Endorsement: |

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| Date: |       | 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 THE CENTRAL SOUTH 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, THE NOTICE TO THE PROFESSION FOR THE CENTRAL SOUTH REGION CAN BE FOUND AT:**

[**https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/cs-notice-proceedings/**](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/cs-notice-proceedings/)

**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)