# Superior Court of Justice crestDIVISIONAL COURT INTAKE INFORMATION FORM

## Starting a Divisional Court proceeding by Notice of Application for Judicial Review, Notice of Appeal, or Motion

***Please provide the requested information below.***

Case name (e.g. Wong v. ABC Inc.):

Divisional Court file number, if assigned:

1. Indicate the nature of the matter to be scheduled (application, appeal, or motion) and provide a brief description (e.g., “appeal from the final order of Doe J. of the Superior Court of Justice dated mm/dd/yyyy”). The description should be no more than two sentences in length:
2. Provide a link to the decision being challenged (e.g. link to the decision on the CanLII website (<https://www.canlii.org/en/ca/>):

If the decision has not been reported on CanLII, provide an applicable link or include a copy of the decision together with this form.

1. If the matter arises from a decision of a tribunal, indicate if there are ongoing proceedings at the tribunal between the same parties and related to the same underlying dispute. Please provide the details and the dates for any upcoming events.
2. Indicate any issues of urgency, time sensitivity, or other factors that you ask the court to take into consideration in scheduling:
3. If you are submitting your documents to the court by email due to urgency, as defined in Part I, paragraph 16 of the [Consolidated Practice Direction for the Divisional Court](https://www.ontariocourts.ca/scj/practice/div-court-pd/), provide the names and email addresses of counsel and self-represented parties:

Name of party/parties submitting Intake Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_