**ONTARIO SUPERIOR COURT OF JUSTICE**

Participant Information

*Please upload a completed participant information form into the CaseLines event folder/bundle. Where possible, the moving party for the event is asked to coordinate with other parties to complete one form for the hearing.[[1]](#footnote-1) In criminal matters, each party may upload their own form. The participant information form must be saved using the court’s document naming convention (e.g. Participant Information – All Parties – 01-JUN-2021 or Participant Information – Defendant Smith – 01-JUN-2021).*

**CASE INFORMATION**

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| Court File Number |       |
| Court Location (e.g. Hamilton) |       |
| Case Name |       |
| Date of Hearing |       |

**PARTICIPANT INFORMATION**

**For Plaintiff, Applicant, Moving Party, Crown:**

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| Name of Person Appearing(and how they wish to be addressed, e.g. preferred pronouns) | Name of Party | Phone Number[[2]](#footnote-2) | Email Address |
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**For Defendant, Responding Party, Defence:**

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| Name of Person Appearing(and how they wish to be addressed, e.g. preferred pronouns) | Name of Party | Phone Number | Email Address |
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**For Other:**

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| Name of Person Appearing(and how they wish to be addressed, e.g. preferred pronouns) | Name of Party/Organization | Phone Number | Email Address |
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1. The Participant information Form replaces the Counsel Slip. [↑](#footnote-ref-1)
2. Please provide a phone number where you can be reached during the hearing, if necessary. [↑](#footnote-ref-2)