# **REQUEST FORM**

The Small Claims Court will continue to hear urgent motions and urgent garnishment hearings during this COVID-19 emergency period. A judge will review your request and decide whether an urgent hearing will be scheduled. For example, an urgent hearing may be scheduled if your matter:

* involves an outstanding warrant issued in relation to a Small Claims Court proceeding, or
* is time-sensitive and would result in immediate and serious financial hardship if there is no hearing.

All urgent hearings will be heard by telephone or videoconference.

**DIRECTIONS:**

If you wish to request an urgent Small Claims Court hearing, complete this form and email it to [**urgentsmallclaims@ontario.ca**](mailto:urgentsmallclaims@ontario.ca). The subject line of your email must include the court location, file number and your name. Please do not add additional pages. Requests for urgent hearings are limited to two pages.

The judge will consider only this request form. Please DO NOT email court documents with your request. The judge’s decision will be emailed to you.

If the judge approves your request for an urgent hearing, you will receive an email with the date of your hearing, details about how to attend, and an email address where you must send your court documents for the hearing.

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| --- | --- | --- | --- | --- | --- | --- |
| Small Claims Court Location | | | | | | Court File No. |
|  | | | | | |  |
| Plaintiff name(s) | | | | | | |
|  | | | | | | |
| Plaintiff(s) telephone number | | | | | | Email address |
|  | | | | | |  |
| Defendant name(s) | | | | | |  |
|  | | | | | | |
| Defendant(s) telephone number | | | | | | Email address |
|  | | | | | |  |
| Requestor name | | | | | | |
|  | | | | | | |
| Requestor’s role (party or legal representative) | | | | | | |
|  | | | | | | |
| Requestor’s telephone number | | | | | | Email address |
|  | | | | | |  |
| Date of request | | | | | | |
|  | | | | | | |
| Type of hearing requested (check one box) | | | | | | |
|  | Motion |  | Garnishment Hearing | | | |
| Preferred type of virtual hearing (check one box) | | | | | | |
|  | Teleconference | | |  | Videoconference using web-based platform (e.g. Zoom) | |
| Describe the court order you are seeking (what do you need?) | | | | | | |
|  | | | | | | |

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| --- | --- |
| Describe why you need a court order urgently (check one of the boxes and then explain why you need an urgent hearing | |
|  | Case involves an outstanding warrant issued in relation to a Small Claims Court proceeding |
|  | Time-sensitive and would result in immediate and serious financial hardship if there was no hearing |
|  | |
| **DO NOT ATTACH ANY COURT DOCUMENTS.**  **DO NOT ATTACH ANY MORE PAGES.** | |