|  |  |  |  |
| --- | --- | --- | --- |
| Small Claims Court Location | Court File No. | | |
|  |  | | |
| ONTARIO SMALL CLAIMS COURT | | | |
| BETWEEN: | | | |
|  | | | , Plaintiff(s) |
| -and- | | | |
|  | | , Defendant(s) | |

To ask the Court to schedule a settlement conference **without** the consent of the other parties to the action, please submit this form. The Court will conduct the conference only if:

* The requesting party provides a valid and current email address for the non-requesting party or parties;
* Each party can send and receive emails using the email addresses provided; and
* Each defendant has filed a defence or has been noted in default in the action prior to August 31, 2020.

If all parties agree to proceed with a settlement conference, please use [this form](https://www.ontariocourts.ca/scj/files/forms/scc-sc-consent-request-EN.docx) on the Superior Court of Justice website to request a conference.

Conferences will be conducted by Zoom, a videoconferencing program, unless a party indicates that they are unable to participate by Zoom. The Court will make the arrangements for Zoom and will advise the parties of the connection arrangements. If a party is unable to participate by Zoom, the Court will arrange for a teleconference line will be used. All parties and all legal representatives must attend the settlement conference. A device with a camera and a microphone, plus access to WiFi/an internet connection, will be required for participation by Zoom.

**DIRECTIONS:**

Complete this form and email it to [**smallclaims.settlementconferences@ontario.ca**](mailto:smallclaims.settlementconferences@ontario.ca). The subject line of your email must include the court location, file number, the word “Settlement Conference” and your name. Please do not add additional pages.

Please DO NOT email court documents with your request. If your requested settlement conference is scheduled, you will receive an email with information including the date of your hearing, details about how to attend, and an email address where you must send your court documents for the hearing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Plaintiff name(s) | | | | | |
|  | | | | | |
| Plaintiff(s) telephone number | | | | Email address | |
|  | | | |  | |
| Defendant name(s) | | | | | |
|  | | | | | |
| Defendant(s) telephone number | | | | Email address | |
|  | | | |  | |
| Requestor’s name | | | | Requestor’s role (party or legal representative) | |
|  | | | |  | |
| Requestor’s telephone number | | | | Email address | |
|  | | | |  | |
| Date of request | | | | | |
|  | | | | | |
| Date of previously scheduled settlement conference | | | | | |
|  | | | | | |
| Each defendant has filed a defence or was noted in default in the matter prior to August 31, 2020 (check one box) | | | | | |
| Yes | | | | | No |
| Check this box only if you or your client in this action are unable to participate using Zoom | | | | | |
|  |  |  |  | | |

|  |  |
| --- | --- |
| Language of requested settlement conference (check one box) | |
| English | French |
| Date(s) or time(s) in which at least one party or legal representative is not available to attend (to the best of your knowledge) | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Date) |  | (Name of party/legal representative) |  | Signature |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | (Role: plaintiff/defendant/legal representative) |  |  |
|  |  |  |  |  |
|  |  | (Telephone number) |  |  |
|  |  |  |  |  |
|  |  | (Email address) |  |  |

**DO NOT ATTACH ANY COURT DOCUMENTS.**