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

You must submit this form to request the Court to hear a motion to set aside a noting in default and/or a default judgment against you or your client.

These motions will be conducted by Zoom, a videoconferencing platform, 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 to be used. A device with a camera and a microphone, plus access to WiFi/an internet connection, will be required for participation by Zoom.

**DIRECTIONS FOR THE MOVING PARTY:**

Complete this form and submit it to [smallclaims.motions@ontario.ca](file:///\\JUS00ADC1084\SCJCentral\1.%20CHIEF%20JUSTICE%20FILES\7.%20SECURITY\COVID%20-%2019\Small%20Claims%20Court\October%202020%20expansion\Request%20forms\smallclaims.motions@ontario.ca). To see what is required in your email, please see the [*Consolidated Notice to the Profession and Public Regarding the Small Claims Court*](file:///\\JUS00ADC1084\SCJCentral\1.%20CHIEF%20JUSTICE%20FILES\7.%20SECURITY\COVID%20-%2019\Small%20Claims%20Court\October%202020%20expansion\Consolidated%20Notice%20to%20the%20Profession%20and%20Public%20Regarding%20the%20Small%20Claims%20Court). Do not add additional pages to this form. **Please do not attach any court documents to your email.**

If your request is accepted, court staff will email you a hearing date and Zoom/teleconference details for the motion and instructions for submitting the motion materials to the court. Once you have this information, you must add the Zoom/teleconference details to your motion materials and serve the materials in accordance with the [*Rules of the Small Claims Court*](https://www.ontario.ca/laws/regulation/980258), along with instructions for the responding party that court staff will provide you. You must then submit the motion materials to the court at [smallclaims.motions@ontario.ca](file:///\\JUS00ADC1084\SCJCentral\1.%20CHIEF%20JUSTICE%20FILES\7.%20SECURITY\COVID%20-%2019\Small%20Claims%20Court\November%202020%20expansion\smallclaims.motions@ontario.ca).

|  |  |
| --- | --- |
| 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 | |
|  | |
| Check this box only if you or your client in this action are unable to participate using Zoom | |
|  | |
| Language of hearing (check one box) | |
| English | French |

|  |
| --- |
| Date(s) or time(s) in which at least one party or legal representative is not available to attend a hearing (if applicable) (to the best of your knowledge) |
|  |

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

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