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| **TORONTO CIVIL LIST**  **REQUEST TO SCHEDULE SHORT, OPPOSED MOTIONS AND APPLICATIONS TO A JUDGE OR A MASTER** | 330 University Avenue, 8th Floor  Toronto ON M5G 1R7 |
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| **To apply for scheduling of a short, opposed motion, please return this completed form by e-mail to:** [Toronto.SCJ.CIVILINTAKE@ontario.ca](file:///\\JUS00ADC1084\CRAIGLAU\Data\Word\Toronto.SCJ.CIVILINTAKE@ontario.ca) | |
| **Court File Number:** | |
| **Short Title:** | |
| **Moving Party Is: Plaintiff**  **Defendant  Other**  **If other, please specify:**  **Responding Party Is: Plaintiff  Defendant  Other**  **If other, please specify:**  **All proposed short motions and applications to a judge or a master will be subject to review before being scheduled. These motions and applications will be resolved in writing unless the judge or master directs different procedure. The judge or master reviewing the proposed motion may convene a case conference or issue directions for hearing the motion. In deciding whether to schedule a motion, the judge or master will consider the purposes of Civil Practice Court listed in Part I.A.1 of the *Consolidated Practice Direction for Civil Actions, Applications, Motions and Procedural Matters in the Toronto Region* found at** <https://www.ontariocourts.ca/scj/practice/practice-directions/toronto/t/> | |
| **The parties must consult on the proposed process and schedule before filing this form. If there was no consultation, explain why:** | |

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| * Nature of the action or application (e.g., personal injury, specific tort, contract or other case type identified on Form 14F): | | |  | |
| * Rule(s) or statutory provisions under which the motion / application is brought: | | |  | |
| * May the motion be heard by a master or must it be heard by a judge? | | |  | |
| * Whether a particular judge or master is seized of all motions in the proceeding or of the particular motion? | | |  | |
| * Is the proceeding governed by the Simplified Procedure Rule (Rule 76) | | |  | |
| * Is the motion seeking summary judgment? | | |  | |
| * Is the application or motion urgent? | | |  | |
| * Is any party self-represented? If yes, identify. | | |  | |
| * Does the motion or application require a bilingual Judge or Master? | | |  | |
| **Name of Party/Lawyer Proposing to Bring the Motion:** |  |  | |
|  |  | Name and Firm (please type or print clearly) | |
|  |  |  | |
|  |  | Telephone Number and Email Address | |
| **Name of Party/Lawyer Responding to Motion:** |  |  | |
|  |  | Name and Firm (please type or print clearly) | |
|  |  |  | |
|  |  | Telephone Number and Email Address | |

**Briefest point form statement of the relief sought and the grounds relied upon for the proposed motion (including rule number or other legal basis):**

**Briefest point form statement of the position of the responding party. On what basis does the responding party deny the moving party’s entitlement to some or all of the relief sought:**

**Method of Hearing Proposed:**

**In Writing (including all consent and unopposed motions)**

**Summary resolution in a case conference**

**Remote oral hearing (by telephone or videoconference)**

**Oral hearing in court.**

**Does the responding party agree to this? If not, what process does the respondent propose:**

**Short, opposed motions and applications where the issues of fact and law are not complex are expected to be resolved in writing. If an oral hearing is proposed for the motion please explain why:**

**Estimated time required for oral hearing:**

**Status of the case (e.g. are pleadings closed; is documentary discovery complete; is oral discovery complete; has the case been set down for trial; has a trial date been scheduled etc.)**

**Schedule Proposed – If a motion will be opposed, counsel and self-represented parties are required to consult and agree on a proposed schedule for the exchange of written materials. Failure to agree upon a reasonable scheduled may be taken into account in assessing costs of the motion or costs of the scheduling process.**

**Proposed Schedule:**

**Service of the Motion Record (must be within 10 days of the request pursuant to the *Toronto Region Practice Direction* referred to above):**

**Last day for completion of the following:**

**Service of Responding Motion Record:**

**Service of Reply evidence (if any):**

**Examination of non-party witnesses (if any):**

**Cross-examinations on affidavits:**

**Factums to be exchanged by:**

**Filing Material**

**In addition to any other document organization requirements that the court may impose, the parties are required to email materials to:** [Toronto.SCJ.CIVILINTAKE@ontario.ca](mailto:Toronto.SCJ.CIVILINTAKE@ontario.ca)

* The subject line of the email must indicate the court file number, your name, and the hearing-type (e.g. opposed motion).
* All documents other than factums shall be emailed in searchable PDF format. Factums shall be emailed in WORD format.
* No Books of Authority containing the full text of authorities may be emailed to the court.  Citations to all authorities relied upon are to be provided by hyperlink in each party’s factum to a publicly available free website such as CanLII
* Excerpts of authorities that are not available on a public free website, such as excerpts from textbooks, should be collected in a small brief of excerpts of unreported authorities and filed electronically in searchable PDF format.