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| **SUPERIOR COURT OF JUSTICE****MASTERS’ CONSTRUCTION LIEN OFFICE****CONSTRUCTION LIEN MOTION REQUEST FORM** | 393 University Avenue, 6th Floor Toronto ON M5G 1E6Tel.: (416) 326-1083 or (416) 212-9788Fax: (416) 326-5416E-mail: Toronto.Masters.ConstructionLienMatters@ontario.ca |
| **[ ]  Short Motion before a Construction Lien Master (2 hours or less)** |
| **[ ]  Long Motion before a Construction Lien Master (over 2 hours)**(Case conference with the assigned Master will be required to establish a timetable and set a hearing date.) |
| \*\* Please return this completed form to the masters’ construction lien office, 393 University Avenue, 6th floor by fax or email to: Toronto.Masters.ConstructionLienMatters@ontario.ca.  |
| **Court File Number:**  |
| **Short Title:** |
| **Moving Party:** **[ ]  Plaintiff [ ]  Defendant [ ]  Other** (specify)**Responding Party: [ ]  Plaintiff [ ]  Defendant [ ]  Other** (specify)**Is any moving/responding party self-represented? [ ]  No [ ]  Yes** (specify)  |
| **COMPLETE ALL QUESTIONS BELOW** |
| 1. Is the subject property in Toronto?
 | [ ]  Yes [ ]  No |
| * 1. If “no”, where is the subject property located?
 |  |
| 1. Has there been a judgment / order directing a reference in the action?
 | [ ]  Yes [ ]  No |
| * 1. If “yes”, has a first trial management conference or hearing for directions been conducted?
 | [ ]  Yes [ ]  No |
| * + 1. If “yes”, identify the reference master:
 |  |
| * + 1. If “no”, has the hearing been scheduled? If so, identify the date:
 | [ ]  Yes [ ]  No **YYYY-MM-DD** |
| 1. Describe relief sought:
 |  |
| 1. Statutory provisions or rule(s) under which the motion is brought:
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| 1. Is leave of the court required for the motion?(s. 13 of O Reg 302/18 under the *Construction Act* or s. 67(2) of the former *Construction Lien Act*, as applicable)
 | [ ]  Yes [ ]  No |
| * + 1. If “yes”, has leave of the court already been obtained?
 | [ ]  Yes [ ]  No |
| * + 1. If “no”, is leave opposed by any party?
 | [ ]  Yes [ ]  No [ ]  Unknown |
| 1. Is the motion urgent? If so, briefly explain nature of urgency.

 | [ ]  Yes [ ]  No |

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| 1. Estimated time for oral argument by all parties (including reply and costs):
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| 1. Is the oral hearing requested to proceed in-person or remotely by videoconference (select only one method of hearing)? (**Note**: Availability of in-person hearings may be more limited.)
 | [ ]  In-Person [ ]  Remote |
| * 1. If an in-person hearing is requested, is the request on consent of all affected parties?
 | [ ]  Yes [ ]  No |
| 1. Requested date(s) for motion to be heard?

(**Note**: Available motion dates should be obtained from the masters’ construction lien office prior to submitting this form.) | **YYYY-MM-DD****YYYY-MM-DD****YYYY-MM-DD** |
| **Name of Party/Lawyer Bringing the Motion:**  |  |  |
|  |  | Name and Firm (please type or print clearly) |
|  |  |  |
| Date |  | 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 |
| **Name of Additional Party/Lawyer Responding to Motion:** |  |  |
|  |  | Name and Firm (please type or print clearly) |
|  |  |  |
|  |  | Telephone Number and Email Address |

**PLEASE READ: Instructions Applicable to all Motions**

* **A copy of this completed and approved form must be submitted with all materials when they are filed**.
* A copy of this form as approved is to be served on all responding parties with the motion record.
* Only one adjournment is permitted. Any further requests for adjournment must be made at the scheduled hearing.
* You will be contacted if there is an issue with you booking, otherwise you will not be contacted.
* Notice of motion must be filed within 10 business days after this request form is submitted to the court, else the motion may be struck from booking.
* Unless otherwise directed, all motion materials are to be filed electronically through the Justice Services Online (JSO) [Civil Submissions Online](https://www.ontario.ca/page/file-civil-claim-online) portal. Where the JSO portal cannot be used, or is not required to be used, materials should be filed by email to Toronto.Masters.ConstructionLienMatters@ontario.ca.
* For all email filings, the email must indicate the court file number, short title of proceedings, party filing the materials, the hearing-type (e.g. opposed motion), and the master hearing the motion (if known).
* Motion confirmation forms (Form 37B under the *Rules of Civil Procedure*) shall be submitted by 2:00 p.m. at least 3 business days prior to the scheduled motion hearing by email to the Assistant Trial Coordinator of the construction lien master hearing the motion or to Toronto.Masters.ConstructionLienMatters@ontario.ca.
* Motions for which confirmations are not received will not be added to the motions list.

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| **masters’ construction lien office use only**date and time booked: duration booked: construction lien master assigned/seized: |