**Court Location:** **Click to add text** Court File No.: **CV-Click to add text** **Dated: Select date.**

**SUPERIOR COURT OF JUSTICE – CIVIL LIST**

**Telephone/Virtual Conference Hearing Request Form**

**(Central East Region)**

**PLEASE NOTE:**

1. Conference Hearings are for consent, unopposed or opposed ***procedural matters only.*** (See Rule 50.13 of the *Rules of Civil Procedure*, R.R.O. 1990, Reg. 194. This Rule does not apply to actions governed by the *Construction Act*: O. Reg. 302/18, s. 10(9).)
2. Conference Hearings are scheduled for no more than 30 minutes. ***This time allotment will be enforced.***
3. The Conference Hearing Request Form MUST be fully completed, or it may be rejected.
4. Conference Hearings will be heard by telephone or Zoom at the judge’s discretion. However, if there is a self-represented party it will be heard via Zoom.
5. ***Materials to be filed before requesting a Conference Hearing date for the Running List or fixed date***.   
   Your matter will NOT be added to the Running List or given a fixed date unless all motion material including responding and reply material, factums and compendiums have been filed. Failure to do so may result in cost sanctions.
6. Parties will be notified by email if the Conference Hearing Request is approved or not approved.
7. If approved, parties may submit email correspondence (1 page in length) outlining details of the issues to be discussed at the Conference Hearing no later than *two days before the scheduled Conference Hearing date.*
8. **IMPORTANT: Please attach related/previous endorsements and any court ordered timetables.**

**Indicate if the requested relief is on:  consent  unopposed  opposed**

|  |
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| Title of Proceeding:  Click to add text |
| All participants are available for a Conference Hearing on the following date(s):  *(It is the responsibility of the party requesting the Conference Hearing to provide agreed upon dates of all participants. If the judge assigned to the case conference is not available on the dates provided, the judge will provide other dates.)*  Click to add text |
| Is there a hearing date scheduled? No Yes  If yes, please provide the hearing date: Click to add text  Is the hearing regarding: Motion Application Trial |

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| Please provide a brief explanation of the requested relief: Click to add text |

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| This Conference Hearing request is with respect to one of the following:  Establish a new timetable or amend an existing timetable for an application or motion.  Establish a new timetable or amend an existing litigation timetable for the proceeding.  For existing timetables:  Please indicate if the timetable was set by a: Judge Associate Judge |
| Please provide further explanation: Click to add text |
| **List the materials** that will be necessary for the Conference Hearing. (Do NOT submit any affidavit or motion materials): Click to add text |

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| --- | --- | --- | --- |
| **\*Email address information is mandatory.**  Failure to provide this information will result in your request being rejected.  **(Party: PL / AP = Plaintiff / Applicant DF / RP = Defendant / Respondent)** | | | |
| **COUNSEL FOR MOVING PARTY** | | **COUNSEL FOR OTHER PARTY** | |
| **Self-Represented** | | **Self-Represented** | |
| **Party**  PL/AP DF/RP |  | **Party**  PL/AP DF/RP |  |
| **Counsel** |  | **Counsel** |  |
| **Address** |  | **Address** |  |
| **Phone** |  | **Phone** |  |
| **Email\*** |  | **Email\*** |  |

(If more than 2 parties are involved, add additional contact particulars on a separate page.)

**EMAIL COMPLETED FORM TO:**

[CERcivilappointments@ontario.ca](mailto:CERcivilappointments@ontario.ca)

*When submitting the completed form all participants are to be copied on the email.*