

Small Claims Court

Claim No.

Address

Phone Number

BETWEEN

Plaintiff(s)

and

Defendant(s)

TO THE CLERK OF THE

(Name of Small Claims Court location)

SMALL CLAIMS COURT:

My name is

(Name of requesting party)

and I request the court schedule the:

(Check appropriate box(es)).

- settlement conference
- motion
- examination of a debtor or other person (*examination of a debtor or other person cannot be conducted by telephone conference*)

in this case to be heard by

- telephone conference
- video conference

where facilities are available and the court permits it.

My current telephone number is

(Telephone number with area code)

Where a judge directs a telephone or video conference, the clerk will make the necessary arrangements and notify the parties of them [R. 1.07(5)].

The reasons for my request are as follows:

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(Signature of party or representative)

NOTE: If you are requesting that a motion be heard by telephone or video conference, file this request together with your Notice of Motion and Supporting Affidavit (Form 15A) OR together with a copy of the Notice of Motion and Supporting Affidavit served on you by the opposing party.

Les formules des tribunaux sont affichées en anglais et en français sur le site www.ontariocourtforms.on.ca. Visitez ce site pour des renseignements sur des formats accessibles.

