|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *ONTARIO* | |  | Court File Number |
| Superior Court of Justice, Family Court | |  |
| *(Name of Court)* | |  | |
| **at** |  | |  | |
| *(Court office address)* | | **MOTION/ CONFERENCE**  **TRIAGE FORM** | |
|  | | |  | |
| Applicant(s) | | | | |
| Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e‑mail address (if any). | | Lawyer’s name & address — street & number, municipality, postal code, telephone & fax numbers and e‑mail address (if any). | | |
|  | |  | | |
| Respondent(s) | | | | |
| Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e‑mail address (if any). | | Lawyer’s name & address — street & number, municipality, postal code, telephone & fax numbers and e‑mail address (if any). | | |
|  | |  | | |

Children’s Lawyer

|  |
| --- |
| Name & address of Children’s Lawyer’s agent for service (street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any)) and name of person represented. |
|  |

By direction of the Chief Justice of Ontario, only urgent family conferences and motions are to be heard at this time. If you are of the view that your proposed conference or motion is urgent, please complete this form. A Triage Judge will determine whether your conference or motion may proceed at this time. If you are advised by the Trial Coordinator that your motion will *not* proceed on an urgent basis, you may contact them to schedule a time after June 1, 2021 to schedule a time for your conference or motion to be heard.

Urgency:

1. Please set out why your matter is urgent:

**Procedure:**

1. This matter can be heard in writing: Yes □ No □

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Signature of Lawyer or*  *Self-Represented Party* |  | *Date of signature* |

To be completed by Triage Judge

1. Is this matter urgent? Yes □ No □
2. If Yes, materials are to be filed by the following dates:

Moving Party’s Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responding Party’s Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reply if Any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This is set to a hearing: In writing □ By Zoom □

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of Judge

Service and Filing IF your matter is found to be urgent:

1. Materials may be served by email in accordance with the *Family Law Rules*.
2. Upon service, documents are to be filed through the Family Submissions On-line Portal (FSO Portal), located at <https://www.ontario.ca/page/file-family-court-documents-online>.
3. If you require assistance using the on-line Family Submissions On-line Portal:

Telephone: 1-800-980-4962; Email: [FamilyClaimsOnline@ontario.ca](mailto:FamilyClaimsOnline@ontario.ca)