

REQUEST TO SCHEDULE CONFERENCES

Superior Court of Justice Family Branch

This form is for ongoing cases that have already been before the court or adjourned and are ready to be heard again by a Judge

(This form is in lieu of issuing another Conference Notice)

Prior to submitting request parties should contact each other to obtain a range of common available dates, then contact Trial Coordinators' Office to confirm dates are available at 705-739-6442. Dates are scheduled on a first come first serve basis. Upon receipt and approval of this form date will be reserved. Fax requests to the Trial Coordinator's at 705-739-6099

Date submitted:		Court File No.: FC- - -	
		YY - file no. - extension	
APPLICANT:		COUNSEL:	
wk #:	hm #:	☎ #:	fax #:
cell #:	fax #:	e-mail:	
RESPONDENT:		COUNSEL:	
wk #:	hm #:	☎ #:	fax #:
cell #:	fax #:	e-mail:	
CHILDREN'S LAWYER COUNSEL'S NAME:			
☎ #:		fax #:	
Party requesting date (check one):		<input type="checkbox"/> Applicant; <input type="checkbox"/> Respondent; <input type="checkbox"/> OCL	
Type of conference requested:		<input type="checkbox"/> Case (Tues/Thurs) <input type="checkbox"/> Settlement (Wed/Fri) <input type="checkbox"/> Trial Mgmt (Wed/Fri)	
Date requested:		Time:	am/pm
Case Management Judge:		Court Location:	
Was a notice of approaching dismissal received? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
I confirm that a conference brief and proposal (if any) are drafted and READY to be served and will advise the other party(s) of the assigned date for the conference.			_____ Party or Counsel's Signature

Note:
 Parties to file this request in the Endorsement Continuing Record when filing their Brief.

FOR TRIAL OFFICE USE ONLY	Approved by:
	Date:
	Time:
	Conf: <input type="checkbox"/> Case <input type="checkbox"/> Settlemt <input type="checkbox"/> Trial Mgmt