# 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/firm:** | | | |  | | | | | | |
| **wk #:** | | | | **hm #:** | | | | | | | | | 🕿 #: | | | | | | | | **fax #:** | | |
| **cell #:** | | | | **fax #:** | | | | | | | | | **e-mail:** | | | | | | | | | | |
| **RESPONDENT:** | |  | | | | | | | | | | | **Counsel/firm:** | | | |  | | | | | | |
| **wk #:** | | | | **hm #:** | | | | | | | | | 🕿 #: | | | | | | | | **fax #:** | | |
| **cell #:** | | | | **fax #:** | | | | | | | | | **e-mail:** | | | | | | | | | | |
| **CHILDREN’S LAWYER COUNSEL’S NAME:** | | | | | | | | |  | | | | | | | | | | | | | | |
| 🕿 #: | | | | | | | | | | | | | | fax #: | | | | | | | | | |
| **Party requesting date (check one):** | | | | | | | | **Applicant;**  **Respondent;  OCL** | | | | | | | | | | | | | | | |
| **Type of conference requested:** | | | | | | | **DRO** | | | | **Case** | | | | | **Settlement** | | | | | | **Trial Scheduling** | |
| **Date requested:** | | |  | | | | | | | | | | | | | | | **Time:** **am/pm** | | | | | |
| **Case Management Judge:** | | | | |  | | | | | | | | | | | | | **Court Location:** | | | | |  |
| **Was a notice of approaching dismissal received?**  Yes or  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:** DRO Case SettlemtTrial Sched | | | | | | | | |