# 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

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| --- | --- | --- |
| **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 **[ ]** Settlemt **[ ]** Trial Sched |