

**ONTARIO COURT OF JUSTICE**  
**(GENERAL DIVISION)**

**ADMINISTRATIVE PROCEDURES MANUAL**  
**FOR**  
**CENTRAL SOUTH REGION**

BY DIRECTION OF:

THE HONOURABLE MR. JUSTICE EUGENE B. FEDAK  
Regional Senior Justice  
Central South Region

**I N D E X**

	Page No.
Foreword	1
Judiciary of Central South Region	2
General	4
<b>PART I</b>	
<b>1. Criminal</b>	
Committal to Assignment Court in General Division	9
Assignment Courts	9
Trial Dates, Pre-Trials and Hearings	10
<b>2. Homicides</b>	
	11
<b>3. Summary Conviction Appeals</b>	
	12
<b>4. Civil (including family matters except those in Family Court, Hamilton)</b>	
Listing	13
Assignment Court	13
Dates for Pre-Trial and Trial	14
Pre-Trial Conference Memoranda	15
Trial Lists	15
Change of Venue	16
<b>5. Motions and Applications</b>	
Court Days	17
<b>6. Construction Liens</b>	
	20
<b>PART II</b>	
<b>7. Family Court - Hamilton</b>	
Listing	21

*Administrative Procedures Manual*

---

Assignment Court	21
Dates for Pre-Trial and Case Management Process	22
First Meeting and Settlement Conference Memoranda	23
Trial Lists	23
<b>8. Motions</b>	
Court Days	24
<b>PART III - DIVISIONAL COURT</b> (to be supplied at a later date)	26
<b>PART IV - BANKRUPTCY COURT</b> (to be supplied at a later date)	27
<b>PART V - SMALL CLAIMS COURT</b> - see Small Claims Court Manual	28
<b>PART VI - SCHEDULES</b>	29
Schedule 1	Report on Order to Stand Trial
Schedule 2	Trial Data Form
Schedule 3	Notice of Assignment Court
Schedule 4	Sample Pre-Trial Conference Memorandum
Schedule 5	Motions Data Form
Schedule 6	Consent Adjournment Request
Schedule 7	Consent Endorsement Request
Schedule 8	First Meeting Memorandum
Schedule 9	Confirmation of Assignment Court
Schedule 10	Motions Adjournment Request, Administrative List Report Request or First Appearance Adjournment Request

## **FOREWORD**

This Administrative Procedures Manual, to come into effect January 1, 1996, is prepared for the promotion of uniformity of practice in the Central South Region, thereby ensuring the fair and expeditious determination of all proceedings before the Court.

It was the mandate of the drafting committee that these procedures comply with the various criminal and civil rules now in existence. In individual cases, a balance will have to be struck between promotion of uniformity and flexibility as permitted by the rules of Court.

The assistance of the drafting committee composed of

The Honourable Mr. Justice G. I. Thomson, Chair  
The Honourable Mr. Justice J. C. Kent  
The Honourable Mr. Justice J. C. L. Scime

is gratefully acknowledged.

My appreciation is also extended to the many judges and lawyers who took the time to offer their recommendations in writing. In addition, I am also indebted to the Local Administrative Judges who met on several occasions to consider the drafts culminating in the unanimous approval of this Administrative Procedures Manual.

The Honourable Mr. Justice E. B. Fedak  
Regional Senior Justice  
Central South Region

**JUDICIARY OF CENTRAL SOUTH REGION**

The Honourable Mr. Justice E. B. Fedak - Regional Senior Justice

**HAMILTON**

The Honourable Mr. Justice N. Borkovich- Local Administrative Judge  
The Honourable Mr. Justice J. Cavarzan  
The Honourable Mr. Justice D. S. Crane  
The Honourable Mr. Justice W.J. Festeryga  
The Honourable Mr. Justice T. R. Lofchik  
The Honourable Mr. Justice P. G. Philp(s)  
The Honourable Mr. Justice J.C.L. Scime (s)  
The Honourable Mr. Justice W. T. Stayshyn (s)  
The Honourable Mr. Justice A.C. Whitten  
The Honourable Mr. Justice G. Yates(s)

**FAMILY COURT**

The Honourable Mr. Justice D. M. Steinberg - Senior Judge  
The Honourable Mr. Justice G. Czutrin - Local Administrative Judge  
The Honourable Mr. Justice T. Beckett (s)  
The Honourable Madam Justice D.D. Genesee  
The Honourable Mr. Justice R.J. Mazza  
The Honourable Madam Justice M.J. McLaren  
The Honourable Mr. Justice D. Mendes da Costa(s)  
The Honourable Mr. Justice J. E. Van Duzer (s)

**KITCHENER**

The Honourable Mr. Justice P.B. Hambly  
The Honourable Mr. Justice C. S. Glithero  
The Honourable Mr. Justice R. D. Reilly  
The Honourable Mr. Justice R. C. Sills - Local Administrative Judge

**ST. CATHARINES**

The Honourable Mr. Justice G. W. Dandie  
The Honourable Mr. Justice R.T.P. Gravely  
The Honourable Mr. Justice J. W. Quinn  
The Honourable Madam Justice J.W. Scott  
The Honourable Mr. Justice D.J. Taliano- Local Administrative Judge

**WELLAND**

The Honourable Mr. Justice M. P. Forestell  
The Honourable Mr. Justice J.-J. Fleury  
The Honourable Madam Justice E. I. MacDonald(s)  
The Honourable Mr. Justice B.M. Matheson  
The Honourable Mr. Justice G. G. Nicholls (s)

**BRANTFORD**

The Honourable Mr. Justice J. C. Kent - Local Administrative Judge

**SIMCOE**

The Honourable Madam Justice P.H. Wallace - Local Administrative Judge

**CAYUGA**

The Honourable Mr. Justice T. D. Marshall - Local Administrative Judge

(s) supernumerary

**GENERAL**

**POWERS AND DUTIES**

Section 14(1) of the *Courts of Justice Act* provides that:

the Chief Justice of the Ontario Court shall direct and supervise the sittings of the Ontario Court (General Division) and the assignment of its judicial duties.

Subject to the authority of the Chief Justice of the Ontario Court, the Regional Senior Justice shall direct and supervise the sittings of the Ontario Court (General Division) and the assignment of the judicial duties in Central South Region (s. 14(2) of the *Courts of Justice Act*).

All matters of a regional nature should be brought to the attention of the Regional Senior Justice.

Regional Senior Justice	The Honourable Mr. Justice E. B. Fedak
Secretary	Kim Taylor
Regional Co-ordinator	Wendy Laing
Regional Law Clerk	Andrew Spurgeon

Court House, 4th Floor  
50 Main Street East  
Hamilton, Ontario L8N 1E9

Telephone (905) 308-7200  
Fax (905) 308-7204

The Regional Senior Justice has delegated to the following Local Administrative Judges in each judicial centre, subject to the authority of the Regional Senior Justice, the powers and duties to direct and supervise the sittings of the Ontario Court of Justice (General Division) and the assignment of the judicial duties in each judicial centre (s. 14(3) of the *Courts of Justice Act*).

All matters of a local nature should be brought to the attention of the Local Administrative Judge in each judicial centre.

The following is a directory of the Local Administrative Judges and their support staff.

**Hamilton**

Local Administrative Judge The Honourable Mr. Justice W.T. Stayshyn  
Secretaries  
Sharon Heene  
Peggy White

Trial Co-ordinators  
Criminal Elaine Noonan  
Civil Nancy Hurst

Court House  
50 Main Street East  
Hamilton, Ontario L8N 1E9

Telephone (905) 308-7210 (Judges)  
(905) 308-7211 (Trial Co-ordinators)  
Fax (905) 308-7212

**Family Court**

Senior Judge The Honourable Mr. Justice D. M. Steinberg  
Local Administrative Judge The Honourable Mr. Justice G. Czutrin  
Secretaries Dorothy Macintyre  
Connie Rosati  
Trial Co-ordinator Deborah Blayney  
Assistant Trial Co-ordinator Wendy Beveridge

Court House  
55 Main Street West  
Hamilton, Ontario L8P 1H4

Telephone (905) 577-8318 (Judges)  
(905) 525-1550 (Trial Co-ordinator)  
Fax (905) 577-8305 (Judges)  
(905) 577-8328 (Trial Co-ordinator)

**Kitchener**

Local Administrative Judge The Honourable Mr. Justice R.C. Sills  
Secretary Sylvia Ross  
Trial Co-ordinator Erika Wuschnakowski

Court House



20 Weber Street East  
Kitchener, Ontario N2H 1C3

Telephone (519) 741-3244 (Judges)  
(519) 741-3240 (Trial Co-ordinator)  
Fax (519) 741-3213

**St. Catharines**

Local Administrative Judge	The Honourable Mr. Justice R.T.P. Gravely
Secretary	Arlene Goodman
Trial Co-ordinator	Diana Brunton

Court House  
59 Church Street  
St. Catharines, Ontario L2R 7N8

Telephone (905) 988-6200  
Fax (905) 988-5531

**Welland**

Local Administrative Judge	The Honourable Mr. Justice M. P. Forestell
Secretary	Sheryl Sumbler
Trial Co-ordinator	Debbie Biller

Court House  
102 East Main Street  
Welland, Ontario L3B 3W6

Telephone (905) 732-1340 (Judges)  
(905) 735-0075 (Trial Co-ordinator)  
Fax (905) 732-1700

**Brantford**

Local Administrative Judge	The Honourable Mr. Justice J. C. Kent
Trial Co-ordinator/Secretary	Anne Wisson

Court House  
70 Wellington Street  
Brantford, Ontario N3T 2L9

Telephone (519) 752-7753  
Fax (519) 752-7159

**Simcoe**

Local Administrative Judge                      The Honourable Madam Justice P.H. Wallace  
Trial Co-ordinator/Secretary                      Betty MacDonald

Court House  
530 Queensway West  
Simcoe, Ontario N3Y 4L2

Telephone (519) 426-4406  
Fax (519) 426-4933

**Cayuga**

Local Administrative Judge                      The Honourable Mr. Justice T. D. Marshall  
Trial Co-ordinator/Secretary                      Betty MacDonald

Court House  
55 Munsee Street North  
Cayuga, Ontario N0A 1E0

Telephone (905) 772-3361  
Fax (905) 772-0210

Secretarial and Trial Co-ordination Offices in Central South Region, with the exception of St. Catharines and Family Court, are accessible by answering machines on a twenty-four hour a day basis.

All Trial Co-ordination Offices are accessible by fax twenty-four hours a day.

Failure to comply with any of the following administrative procedures, the Rules of Criminal Procedure or the Rules of Civil Procedure, where applicable, may result in cost sanctions.

**PART I**

**1. CRIMINAL**

Gowning 1.1 Counsel must be gowned for all matters heard in open court.

**COMMITTAL TO ASSIGNMENT COURT  
IN GENERAL DIVISION**

Order to 1.2 Every accused who is ordered to stand trial in Ontario Court of Justice  
Stand Trial (Provincial Division) will be remanded by the clerk of that court as follows:  
in General  
Division

"You are required to attend in person at the Ontario Court of Justice (General Division) Court House (address) on day, the day of , 199 at 10:00 a.m. to fix your trial date."

The accused will be remanded to the next assignment court at that particular court location that is at least fourteen days from the date of the order to stand trial.

1.3 The Crown Attorney shall file with the Registrar a Report on Order to Stand Trial (Schedule 1) upon preferring every indictment.

**ASSIGNMENT COURTS**

Assignment 1.4 Assignment courts will be held on the following days, unless otherwise  
Courts ordered by the court:

- Hamilton - third Friday of each month at 10:00 a.m.
- Kitchener - fourth Friday of each month at 9:00 a.m.
- St. Catharines - third Thursday of each month at 11:00 a.m.
- Welland - third Tuesday of each month at 9:15 a.m.
- Brantford - first Tuesday of each month at 10:00 a.m.
- Simcoe - first motions day of each month at 10:00 a.m.
- Cayuga - first motions day of each month at 12:00 noon

Posting of 1.5 Assignment court lists will be posted at least seven days prior to the List assignment court at the General Division office and at the Trial Co-ordinator's office.

---

---

**TRIAL DATES, PRE-TRIALS AND HEARINGS**

- Setting 1.6 All trial, pre-trial and hearing dates will be set by the assignment court  
Dates judge. Counsel may contact the Trial Co-ordinator prior to the  
assignment court regarding pre-trial, trial and hearing dates.
- Weekly 1.7 All trials and other matters will be set "for the week commencing .....". Trial  
Lists Jury selections will ordinarily proceed on the first day of the week. Counsel  
should expect to proceed any time during the week. Counsel are required to contact  
the Trial Co-ordinator during the preceding week to ascertain when their matter may  
be heard.
- 1.7.1 In Hamilton all trials and hearings fixed on the weekly list shall be spoken to  
at 2:00 p.m. on the Friday preceding the commencement date of the list unless  
otherwise ordered by the court.
- Change in 1.8 Any change regarding the status of a trial is to be brought to the immediate  
Status attention of the Trial Co-ordinator. In the event of a guilty plea rather  
than trial, counsel are requested to make arrangements with the Trial Co-ordinator  
for the taking of the plea prior to the trial date.
- Timing of 1.9 Pre-trials will be held in all criminal matters at least two prior weeks prior Pre-  
trials to the trial.
- Pre-hearing 1.10 Pre-hearing conference reports, pursuant to Rule 28.02(3), must be filed  
Conference with the Trial Co-ordinator at least four days prior to the date of the pre-trial.
- 1.11 The prosecutor and counsel of record for the accused must attend the pre-trial  
fully briefed and with specific authority to act on the matter (see Rule 28.02(1) of the  
Rules of Criminal Procedure).
- Pre-trial 1.12 Where an accused is unrepresented by counsel, the pre-trial shall be held in  
Courtroom in a courtroom and all discussions will be recorded by a court reporter.

---

---

**2. HOMICIDES**

- Committal      2.1      The Crown Attorney shall notify the Regional Senior Justice of Central South Region of any order to stand trial in a homicide case by completing the report on order to stand trial in the General Division in the form attached as Schedule 1.
- Pre-trial and Trial Dates      2.2      Pre-trial and trial dates shall be scheduled by the Regional Senior Justice.
- Pre-hearing      2.3.      Pre-hearing conference reports, a copy of the indictment and synopsis Conference from the Crown Attorney are to be exchanged between counsel and filed by the Report Crown and defence counsel with the office of the Regional Senior Justice at least four days prior to the pre-hearing conference.
- 2.4      Upon completion of the pre-hearing conference, the pre-trial judge shall endorse a copy of the indictment that a pre-trial has been held.



### 4. CIVIL

Gowning 4.1 Counsel must be gowned for all matters heard in open court including all motions.

#### LISTING

Assignment Court List 4.2 Every civil action which has been listed for trial will be placed on the appropriate assignment court list.

Trial Data Memorandum 4.3 At the time of filing a trial record with proof of service, counsel shall complete and file a trial data memorandum in the form attached as Schedule 2.

Notice of Assignment Court 4.4 The Registrar shall advise listing counsel of the assignment court date and provide counsel with Notice in the form attached as Schedule 3. The listing counsel shall, within five days, serve Notice of assignment court on all counsel and/or parties and file said Notice with the Registrar together with proof of service at least two days prior to the assignment court.

#### ASSIGNMENT COURT

Assignment Court 4.5 Assignment courts will be held on the following days, unless otherwise ordered by the court:

- Hamilton - second Friday of each month at 2:15 p.m.
- Kitchener - third Friday of each month at 10:00 a.m.
- St. Catharines - third Thursday of each month at 10:00 a.m.
- Welland - second Tuesday of every month at 9:15 a.m.
- Brantford - first Tuesday of each month at 10:00 a.m.
- Simcoe - first motions day of each month at 10:00 a.m.
- Cayuga - first motions day of each month at 12:00 noon

Posting of List 4.6 Assignment court lists will be posted at least seven days prior to assignment court at the General Division office and at the Trial Co-ordinator's office. It is the responsibility of counsel to monitor the assignment court list.

The Trial Co-ordinator will mail a copy of the assignment court list to those parties who are unrepresented by counsel.

Adjournment 4.7 All actions may be adjourned once on consent to another assignment court

to Next and such adjournment shall only be done through the Trial Co-ordinator. Assignment Counsel must file or fax a written consent signed on behalf of all parties for the Court adjournment with the Trial Co-ordinator prior to 2:00 p.m. on the day before the assignment court.

**DATES FOR PRE-TRIAL AND TRIAL**

Trial Dates 4.8 All trial dates set must be within eight months of the assignment court unless otherwise ordered by the local administrative judge.

Weekly Lists 4.9 All actions will be set "for the week commencing .....". Jury selection will ordinarily proceed on the first day of the week. Counsel should expect to proceed any time during the week. Counsel are required to contact the Trial Co-ordinator during the preceding week to ascertain when their matter may be heard.

4.9.1 In Hamilton all actions fixed on the weekly list shall be spoken to at 10:00 a.m. on the Friday preceding the commencement date of the list unless otherwise ordered by the court.

Timing of Pretrial 4.10 Civil pre-trials shall commence at 11:00 a.m. and ordinarily continue at forty-five minute intervals as follows:

- 11:00 a.m.
- 11:45 a.m.
- 12:30 p.m.
- 2:30 p.m.
- 3:15 p.m.

Counsel are required to advise the Trial Co-ordinator in advance of the number of blocks of forty-five minutes they will require for the pre-trial.

Pre-Trial Dates 4.11 All civil matters must be pre-tried unless otherwise ordered by the Local Administrative Judge. Pre-trial dates may be arranged through the Trial Co-ordinator. In the event that no date can be agreed upon by counsel, the judge shall set a pre-trial date at assignment court.

Reservation of Pre-trial and Trial Dates 4.12 Counsel are requested to contact the Trial Co-ordinator to determine and reserve available pre-trial and trial dates prior to assignment court. Within three clear working days of reservation, counsel must file or fax the required consent of all parties to such pre-trial and trial dates with the Trial Co-ordinator. Failure to do so will result in cancellation of the reservation.



Where such consent is filed or faxed to the Trial Co-ordinator, it is not necessary for counsel to attend at assignment court.

The Trial Co-ordinator will then place the action on the appropriate pre-trial and trial lists agreed upon by counsel.

### PRE-TRIAL CONFERENCE MEMORANDA

Pre-trial 4.13 Pre-trial conference memoranda must be filed with the Trial Co-ordinator  
Conference at least four clear working days prior to the pre-trial date. Failure to file will  
not Memoranda result in cancellation of the pre-trial but may result in cost sanctions.

In matrimonial actions, except in Hamilton, current financial statements and net family property statements should be filed, where applicable, with the pre-trial memoranda.

Counsel are encouraged to file their pre-trial conference memoranda in the sample form attached as Schedule 4.

Counsel to 4.14 Counsel of record, or counsel fully briefed with specific authority to act  
Attend Pre- on the matter, must attend the pre-trial.  
Trial

Parties to be 4.15 In family law matters, except in Hamilton, all parties are to be available  
Available in the court house on pre-trial dates unless otherwise ordered at least  
two days prior to the pre-trial.

In all other matters, parties are to be available at the court house or readily available for consultation.

### TRIAL LISTS

Ready to 4.16 Actions placed on the trial list will be deemed ready to proceed. Any Proceed or  
Struck off matter that is not ready for trial shall be struck off the trial list unless there are  
list exceptional circumstances.

Where an action is struck off the trial list, it shall not be restored to the trial list except by order of a judge upon affidavit of counsel setting out the reasons the action was struck off the trial list and establishing that the action and all parties are ready

for trial.

- Failure to be Reached 4.17 In the event any action is not reached within the trial time allotted said action will automatically be placed at the top of the next trial list immediately following any matters set to proceed peremptorily, unless otherwise ordered.
- Adjournments 4.18 Any request for an adjournment must be made by motion with supporting affidavit on notice to all parties returnable before the Local Administrative Judge on a date to be fixed by the Trial Co-ordinator at least five days prior to the commencement of the trial.
- Change in Status 4.19 All counsel have a duty to promptly inform the Trial Co-ordinator in the Status event an action has been settled or requires a change in the time estimated for trial and must confirm same in writing or fax to the Trial Co-ordinator.

#### CHANGE OF VENUE

4.20 All requests for change of venue must be brought in accordance with Rule 46.03 of the *Rules of Civil Procedure*. No change of venue applications will be granted on consent. The application will be granted or denied based on its merits.

4.21 Any matter in which there is a successful change of venue application will be adjourned to the next assignment court at the receiving court location. No specific trial dates will be given on the motion.

---

## 5. MOTIONS AND APPLICATIONS

### COURT DAYS

- Days for 5.1      The following days are set for the hearing of all motions, including Hearing applications and Divisional Court motions, in Central South Region:
- Hamilton                      - Tuesday and Thursday of each week at 10:00 a.m.
  - Kitchener                      - Wednesday and Thursday of each week at 10:00 a.m.
  - St. Catharines - Tuesday and Thursday of each week at 10:00 a.m.
  - Welland                        - Wednesday and Friday of each week at 10:00 a.m.
  - Brantford                      - Tuesday of each week at 10:00 a.m.
  - Simcoe                         - on specified Mondays as per rota schedule for Central South Region
  - Cayuga                        - on specified Mondays as per rota schedule for Central South Region
- Posting of 5.2      The motions court list will be posted in the General Division office and List                      in the Trial Co-ordinator's office by 1:00 p.m. on the day preceding motions.
- Data 5.3      A data information sheet in the prescribed form attached as Schedule 5 Information                      must be completed by counsel when setting a motion down for hearing. Sheet
- Types of 5.4      There are two types of motions: (1) short motions; and (2) lengthy Motions motions.
- (1) Short motions:
    - (a) Short motions will be allowed the following maximum times for presentation and argument: fifteen minutes for the mover/applicant, followed by fifteen minutes by each responding party, followed by five minutes of reply.
    - (b) Short motions lengthier than thirty-five minutes up to one hour will be heard following those in 1(a).
  - (2) Lengthy motions:  
Any lengthy motion requiring more than one hour shall be heard at a time to be fixed by the Trial Co-ordinator.
  - (3) Notice of motion must indicate type of motion (short or

lengthy motion) and where no indication is made, the motion will be placed on the lengthy motions list.

- Factums (4) Counsel are expected to comply with time limits. In addition to those motions which require factums under the *Rules of Practice*, all lengthy motions must have factums.
- Priority in Motion 5.5 If counsel notifies the Trial Co-ordinator prior to 2:00 p.m. on the day preceding motions court that all parties on the motion/application are ready to proceed, that matter will be marked on the list with an asterisk (\*) and will be given priority for hearing in the order that said notice is received.
- Consent 5.6 Consent adjournments received by the Trial Co-ordinator in writing or by Adjournments fax in the form attached as Schedule 6 by 2:00 p.m. the day before the motion is returnable shall be accepted and counsel are not required to attend.
- Telephone requests for adjournments will not be accepted.
- Endorsements on 5.7 Counsel may submit written consent forms in the form attached as Consent Schedule 7 or may fax the consent forms to the Trial Co-ordinator at any time before 2:00 p.m. on the day preceding the return date of the motion and no attendance at motions court is necessary. Thereafter counsel must attend and personally speak to the matter.
- Adjournments 5.8 Counsel are permitted two adjournments on consent. These adjournments on Consent are to be obtained through the Trial Co-ordinator. If a further adjournment is sought, the motion or application will be adjourned *sine die* to be brought back on on four days' notice.
- 5.9 At 9:30 a.m. on motions court day the Courtroom Registrar will be in motions court and will deal with all consent matters and will prepare the necessary endorsements for signature by the motions court judge.
- Matters to be in Motions Court 5.10 In the judicial centres of Brantford, Simcoe and Cayuga, the following Dealt with additional matters will be dealt with on motions court days:
- (1) appeals from family court orders;
  - (2) status hearings;
  - (3) those landlord and tenant matters required to be heard by a judge;

- (4) mental incompetency matters;
- (5) estate matters; and
- (6) bail appeals and estreats.

Filing of 5.11 Records are required to be filed by the moving party in all motions. In  
Records family law matters, except in Hamilton, the record must  
include:

- (1) the date of marriage, if applicable;
- (2) the date of separation, if applicable;
- (3) the ages (not the dates of birth) of all children;
- (4) the *de facto* custody and access provisions; and
- (5) current financial statements.

5.12 Only the documents and material filed by counsel on the motion or application will be before the court. It is imperative therefore that counsel ensure that all material to which they will make reference in argument is either contained in the record or is separately placed in the motion or application file.

Court 5.13 A court reporter will not be available in motions court unless by direction  
Reporter of the presiding judge.

---

---

## 6. CONSTRUCTION LIENS

6.1 All construction lien actions will proceed in a summary fashion as envisioned by the *Construction Lien Act*, R.S.O. 1990, c. 30.

Settlement

6.2 Although the *Construction Lien Act* contemplates that the court may direct both the holding of a settlement meeting and fixing a day, time and place for the trial of the action, it will be the practice in all cases that an order will go directing the holding of a settlement meeting only and not the holding of a settlement meeting and the fixing of a trial date unless there are extraordinary circumstances which require that the settlement meeting be bypassed. In this particular instance, the affidavit should set out in detail those extraordinary circumstances in order to enable the court to make a determination whether to bypass the settlement meeting or not.

It should be noted that the settlement meeting is not required to be held at the court house and should be held at some other place. The details such as time, place and date should be incorporated in the affidavit under s. 60.

Trial Date

6.3 A trial date for the trial of a construction lien action may be obtained in one of the following ways:

- (1) A motion under section 60 of the *Construction Lien Act*, R.S.O. 1990, c. 30 without notice.
- (2) A motion on notice to all parties.
- (3) Set the action down for trial under Rule 48. The case will then be entered on the next assignment court for a trial date.

6.4 A statement of settlement meeting must be part of all trial records.

---

---

**PART II**

**7. FAMILY COURT - HAMILTON**

Gowning 7.1 Counsel must be gowned for all trial matters scheduled for a half day or more. Counsel must also be gowned for uncontested divorce hearings.

**LISTING**

Assignment 7.2 Every civil family case, whether contested or uncontested, is assigned a Court List case management judge.

7.3 The case management judge attends to all *ex parte* motions, uncontested divorces, all pre-trial meetings and discussions, including First Meetings (Rule 21(3)), Settlement Conferences (Rule 21(1)), (2) and (4)) and Last Meetings.

7.4 Clients are required to attend the Settlement Conference sessions.

7.5 Once a case has gone through the case management process, it is placed on an Assignment Court list for trial on a given week.

First Meetings 7.6 Counsel are required to complete and file a First Meeting Memorandum Memorandum as set out in Schedule 8 attached.

Notice of 7.7 The case management judge shall arrange with counsel and the Trial Co-Assignment ordinator the Assignment Court date and the week the trial is set for. (Note that Court the trials are always set to a specific week to be tried, with the Assignment Court held the Friday prior to the Monday of the trial week). A confirming notice to this effect is sent to counsel in the form attached as Schedule 9.

**ASSIGNMENT COURT**

Assignment 7.8 Assignment Courts will be held at 9:00 a.m. on the Friday before the Court Monday of the week for which the trial is set, unless otherwise ordered by the court.

7.9 The Trial Co-ordinator will be at the Assignment Court hearing and will thereafter prepare the trial list for the week, listing the cases in the order they will be heard as assigned.

7.10 Counsel must attend the Assignment Court. Adjournment requests should

---

only be made to the Assignment Court judge. The Trial Co-ordinator should be notified in advance of all adjournment requests.

### **DATES FOR PRE-TRIAL AND CASE MANAGEMENT PROCESS**

First Meetings 7.11 First Meetings will ordinarily be set within six to eight weeks of an answer being filed, unless otherwise directed by the case management judge.

Settlement 7.12 A Settlement Conference will ordinarily be set within six to eight weeks of the First Meeting, unless otherwise directed by the case management judge. The Settlement Conference date will be organized at the First Meeting.

Trial Dates 7.13 All cases will generally be set on the Assignment Court trial list within eight weeks of the Settlement Conference or a second Settlement Conference date, unless otherwise directed by the case management judge.

Weekly Lists 7.14 All actions will be set "for the week commencing .....". Counsel should expect to proceed any time during the week in accordance with the schedule organized at the Assignment Court. Counsel are required to contact the Trial Co-ordinator during the week to ascertain when their matter may be heard.

7.14.1 All actions on the weekly trial list shall be spoken to at 9:00 a.m. on the Friday preceding the commencement date of the list, unless otherwise ordered by the court.

First Meetings 7.15 Counsel are required to advise the Trial Co-ordinator in advance of any and Settlement adjournment requests but must still attend before the case management judge Conferences unless the adjournment request is on consent and made one week before the scheduled date. Faxed adjournment requests in these instances are acceptable and counsel are not required to attend the hearing.

7.16 All case management dates are scheduled through the Trial Co-ordinator with the concurrence of the case management judge and counsel.

### **FIRST MEETING AND SETTLEMENT**



---

---

**CONFERENCE MEMORANDA**

- First Meeting  
Conference  
Memoranda
- 7.17 Current financial statements and net property statements must be filed prior to the Settlement Conference.
- 7.18 Counsel must prepare and file First Meeting memoranda and Settlement Conference briefs prior to the respective hearings.
- 7.19 All parties (clients) must attend the Settlement Conference in person or be accessible during the conference by telephone. Failure of a client to attend at the Settlement Conference or to be available by telephone may result in an assessment of costs against him or her.
- Attendance of 7.19.1 Clients are not presently expected to attend the First Meetings although Clients they are welcome if they wish to attend. It is suggested that clients do attend these sessions.

**TRIAL LISTS**

- Ready to Proceed or  
Struck off  
List
- 7.20 Actions placed on the trial list will be deemed ready to proceed. Any matter that is not ready for trial will not be removed from the trial list unless there are exceptional circumstances. There may be cost consequences to the party not ready to proceed.
- Failure to be Reached
- 7.21 In the event any action is not reached within the trial time allotted, it will be placed on the next weekly trial list, subject to counsel availability.
- Change in Status
- 7.22 All counsel have a duty to inform the Trial Co-ordinator as soon as possible in the event an action has been settled or is about to be settled or requires a change in the time estimated for trial.

---

---

## 8. MOTIONS

### COURT DAYS

Days for 8.1 All motions are to be set for the Motions Assignment Court on each Friday Hearing at 9:30 a.m. unless otherwise directed by the court.

Motions must be filed in record format with service by 12:00 noon the day before the Friday Motions Assignment Court in order to be scheduled on the Assignment Motions List.

8.1.1 Two judges are assigned to the Friday morning motions list and will hear matters involving contested adjournments, short interim interim and interim motions, applications to organize the filing of affidavits, cases where one party does not appear, some matters of fifteen matters or less and any other matters either motions judge agrees to hear with the consent of all parties.

Lengthy 8.2 A lengthy, contested motion will be set for a contested hearing to a Motions Tuesday or a Thursday motions list. In order that a motion be scheduled for hearing, counsel will complete the appropriate portion of Schedule 10.

8.2.1 Contested motions are assigned specific times on Tuesday or Thursday. There are usually two judges hearing motions all day on Tuesdays and one judge all day Thursday in each week.

Cross-motion 8.3 If a cross-motion is returnable for the same date as the original motion, it is the responsibility of counsel to ensure that the documents are placed in the original motion record. Failure to do so may result in another date being scheduled.

Adjournments 8.4 All requests for adjournments, whether on consent or contested, must be on Consent or communicated to the Trial Co-ordinator by 4:00 p.m. preceding the day the Otherwise motion is set for, to preclude the material from being read.

8.4.1 Consent adjournments received by the Trial Co-ordinator in writing or by fax by 4:00 p.m. the day before the motion is returnable shall be accepted and counsel are not required to attend. Such notice to the Trial Co-ordinator must be in the form attached as Schedule 10.

Further Consent 8.5 On the Friday Motions Assignment Court, counsel are permitted five Adjournments adjournments on consent. If a further adjournment is sought, the

request must be made to the motions judge and counsel must attend to personally speak to the matter.

Motion Records 8.6 Records are required to be filed by the moving party in all motions. It is the responsibility of both the moving party and the responding party to ensure that all documents to be relied upon at the motion hearing are filed in the record.

Court Reporter 8.7 A court reporter will ordinarily not be available in Motions Court unless otherwise directed by the presiding judge.

**PART III**  
**DIVISIONAL COURT**

(TO BE SUPPLIED AT A LATER DATE)

**PART IV**  
**BANKRUPTCY COURT**

(TO BE SUPPLIED AT A LATER DATE)

**PART V**  
**SMALL CLAIMS COURT**

(SEE SMALL CLAIMS COURT MANUAL)

**PART VI**  
**SCHEDULES**

# SCHEDULE 1

## REPORT ON ORDER TO STAND TRIAL IN THE ONTARIO COURT OF JUSTICE (GENERAL DIVISION)

COURT LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Name of accused:
2. Charge and section:
3. Date of alleged offence:
4. Date of arrest of accused:
5. Date of committal for trial:
6. Accused is (a) in custody \_\_\_\_\_ (b) on bail

7. Counsel for Crown:

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

8. Counsel for accused:

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Second counsel:

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

9. Estimated length of trial:

Jury: \_\_\_\_\_ Non-jury: \_\_\_\_\_

10. Other comments or information:

Crown Attorney



**SCHEDULE 2**

**TRIAL DATA FORM**

TITLE OF PROCEEDING

ACTION NO.

---

SOLICITOR - Plaintiff

SOLICITOR - Defendant

Counsel

1st Counsel

Address

Address

Telephone

Telephone

Fax

Fax

2nd Counsel

Telephone

Fax

3rd Counsel

Telephone

Fax

Date action commenced: \_\_\_\_\_ Jury or Non-Jury: \_\_\_\_\_

Type of action:

--	--	--	--	--

M.V.A.

OTHER

DIVORCE

FLA/CLA

CON. LIEN

Issues Contemplated:

---

Special Instructions:

---

Any special problems anticipated: \_\_\_\_\_

Estimated trial time: \_\_\_\_\_

Estimated pre-trial time: \_\_\_\_\_

Can action proceed to trial on short notice? \_\_\_\_\_ Specify notice required: \_\_\_\_\_

Name of solicitor listing case for trial: \_\_\_\_\_

Listing date: \_\_\_\_\_

**SCHEDULE 3**

---

Ministry of  
the Attorney  
General

Ontario Court (Court House address)  
(General Division)

File # \_\_\_\_\_

Date Filed: \_\_\_\_\_

\_\_\_\_\_ Plaintiff

vs

\_\_\_\_\_ Defendant

**NOTICE**

THE ABOVE-NOTED CASE IS NOW READY FOR TRIAL AND WILL BE SPOKEN TO AT  
THE \_\_\_\_\_ ASSIGNMENT COURT AT THE HOUR  
OF \_\_\_\_\_ (JURY AND NON-JURY).

IT IS THE RESPONSIBILITY OF THE FILING PARTY TO NOTIFY ALL OTHER PARTIES OR  
THEIR COUNSEL OF THE ASSIGNMENT COURT DATE AND TIME.

COUNSEL MUST GOWN FOR THIS ASSIGNMENT COURT.

IF THIS MATTER SETTLES, PLEASE NOTIFY THE TRIAL CO-ORDINATOR.

Supervisor, Ontario Court  
(General Division)

**SCHEDULE 4**

Court File:

ONTARIO COURT (GENERAL DIVISION)

B E T W E E N:

Plaintiff

- and -

Defendant

**PRE-TRIAL CONFERENCE MEMORANDUM  
OF THE PLAINTIFF**

(Name, address and telephone number  
of Plaintiff's counsel)

TO: (name, address and telephone number  
of Defendant's counsel)

AND TO: THIS HONOURABLE COURT

Court File:

ONTARIO COURT (GENERAL DIVISION)

B E T W E E N:

Plaintiff

- and -

Defendant

**I N D E X**

	<b>TAB</b>
FACTS AND LIABILITY	1
POLICE REPORT	2
MEDICALS	3
LETTERS FROM EMPLOYER	4

ONTARIO COURT (GENERAL DIVISION)

TITLE OF PROCEEDINGS: v.

PRE-TRIAL DATE:

COUNSEL FOR PLAINTIFF:

COUNSEL FOR DEFENDANT:

---

**1. FACTS**

This motor vehicle collision took place on (date and place).

The plaintiff and her friend (not a party to this action) were leaving the parking lot at about . was the passenger in the front seat and her friend was driving. They were stopped at one of the exits preparing to leave when the defendant operating the defendant 's car, hit the plaintiff's car from the rear.

The plaintiff estimates the defendant's speed at about km.

**2. SYMPTOMS**

The plaintiff suffered the following symptoms:

- 1.
- 2.
- 3.
- 4.

The plaintiff had a history of and was vulnerable to this type of impact.

**3. PERSONAL INJURIES**

Dr. \_\_\_\_\_ initially attended to and in his report of (date) (Tab A) outlines her initial difficulties from the motor vehicle collision of (date). He goes on to state "*This young woman has had previous problems and was treated a few years back by Dr. , but prior to this accident her symptoms have been relieved and she*

*has been free of any discomfort in this area."*

Dr. \_\_\_\_\_, in his report of (date) (Tab B) describes the treatment of \_\_\_\_\_ therapy in an attempt to relieve the \_\_\_\_\_. This treatment commenced on (date) and was to extend to (date). He further states "*in my opinion the motor vehicle accident did aggravate the pre-existing dysfunction*".

Dr. \_\_\_\_\_, in his report of (date) (Tab C) reports that the therapy was not successful and they proceeded with a \_\_\_\_\_ repair ( \_\_\_\_\_ Hospital Operative Record dated \_\_\_\_\_ also Tab C). Dr. \_\_\_\_\_ notes that "*has not progressed favourably since that surgical procedure*".

#### 4. PROGNOSIS

Dr. \_\_\_\_\_, in his report of (date) (Tab D) states the long-term prognosis for \_\_\_\_\_ is poor and the \_\_\_\_\_ dysfunction to be a permanent disability.

Dr. \_\_\_\_\_'s report dated (date) (Tab E) states that he feels she is at this time unemployable. Further "*...employability would not be a possibility under the present circumstances. In spite of her desire to return to work, she continues to have many days when the symptoms are beyond her coping and therefore would become too disabling for an employer to accept.*"

(Plaintiff) continues to suffer \_\_\_\_\_ dysfunction almost four years post-accident.

#### 5. EMPLOYMENT

Prior to the accident, \_\_\_\_\_ had been employed for \_\_\_\_\_ years at (name of company) as a (position). \_\_\_\_\_ started to work at \_\_\_\_\_ when she was \_\_\_\_\_ years old and had attained, through promotions, the position of \_\_\_\_\_. Since the accident she was unable to return to work and eventually lost her job.

#### 6. PRIOR TO THE ACCIDENT

Prior to the accident, \_\_\_\_\_, was gainfully employed, held a membership at \_\_\_\_\_ Gym, where she worked out regularly, enjoyed downhill skiing, ice skating and in general was physically active without any limitations. Since the accident of (date) to quote Dr. \_\_\_\_\_ in his report of (date) (Tab F) "*She continues to have not only a disability in terms of her recreational activities, but her life has been seriously hampered in many aspects as a result of the accident.*"

**7. PLAINTIFF'S  
POSITION**

It is the plaintiff's position that she now suffers a permanent disability in that she cannot return to the work force as a result of the negligence of the defendants and she has and will continue to suffer a loss of wages, and a loss of the natural enjoyment of life.

ALL OF WHICH IS RESPECTFULLY SUBMITTED.

**SCHEDULE 5**

**MOTIONS DATA FORM**

TITLE OF PROCEEDING

ACTION NO.



\_\_\_\_\_  
Plaintiff/Applicant/Petitioner SOLICITOR - Defendant/Respondent SOLICITOR -

\_\_\_\_\_  
1st Counsel Counsel

\_\_\_\_\_  
Address Address

\_\_\_\_\_  
Telephone Telephone

\_\_\_\_\_  
Fax Fax

\_\_\_\_\_  
2nd Counsel

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
3rd Counsel

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

Date action commenced: \_\_\_\_\_ Jury or Non-Jury:

Type of motion/application:

--	--	--	--	--

M.V.A.

OTHER

DIVORCE

FLA/CLA

CON. LIEN

Issues:

Estimated motion/application time:

FOR FAMILY LAW MATTERS, EXCEPT IN HAMILTON, THE FOLLOWING MATERIAL MUST BE FILED:

- (1) the date of marriage, if applicable;
- (2) the date of separation, if applicable;
- (3) the ages (not the dates of birth) of all children;
- (4) the *de facto* custody and access provisions; and
- (5) current financial statements.



**SCHEDULE 6**

Motions List # \_\_\_\_\_

File #

**ONTARIO COURT OF JUSTICE  
(GENERAL DIVISION)**

**B E T W E E N:**

Plaintiff/Applicant

Solicitor (print legibly)

Phone Number

- and -

Defendant/Respondent

Solicitor (print legibly)

Phone Number

**CONSENT ADJOURNMENT REQUEST**

Please adjourn this MOTION / CROSS-MOTION / APPLICATION

originally returnable on \_\_\_\_\_, on consent,

TO:

OR ADJOURN SINE DIE RETURNABLE ON \_\_\_ DAYS NOTICE.

**NUMBER OF CONSECUTIVE ADJOURNMENTS OF THIS ADJOURNMENT:**

*\* After 2 consecutive adjournments matter must be adjourned sine die.*

\_\_\_\_\_  
Date

Signature of Solicitor

\_\_\_\_\_  
Date

Signature of Solicitor

**SCHEDULE 7**

Motions List # \_\_\_\_\_

File #

**ONTARIO COURT OF JUSTICE  
(GENERAL DIVISION)**

**B E T W E E N:**

Plaintiff/Applicant

Solicitor (print legibly)

Phone Number

- and -

Defendant/Respondent

Solicitor (print legibly)

Phone Number

**CONSENT ENDORSEMENT REQUEST**

Subject to the approval of this Honourable Court, the parties agree to settle this MOTION /  
CROSS-MOTION / APPLICATION originally returnable on \_\_\_\_\_ on a final / interim  
basis on the following terms:

\_\_\_\_\_  
Date

Signature of Solicitor

\_\_\_\_\_  
Date

Signature of Solicitor

**SCHEDULE 8**

**IN THE FAMILY COURT**  
***DEVANT LA COUR DE LA FAMILLE***  
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH  
*MUNICIPALITÉS RÉGIONALES DE HAMILTON-WENTWORTH*

First Meeting Memorandum  
*Procès-verbal de la rencontre initiale*

Between:  
*Entre:*

APPLICANT  
*REQUÉRANT*

and  
*et*

RESPONDENT  
*INTIMÉ*

Counsel for Applicant:  
*Avocat du requérant:*

Counsel for Respondent:  
*Avocat de l'intimé:*

**IN THE FAMILY COURT**  
**REGIONAL MUNICIPALITIES OF HAMILTON-WENTWORTH**

First Meeting Memorandum - Page 2

**1. Outstanding disputed issues between the parties: (please circle)**

(a) Divorce; (b) Spousal Maintenance; (c) Child Maintenance; (d) Custody; (e) Access; (f) Property Division; (g) Other (specify)

**2. Issues that have been settled: (please circle)**

(a) Divorce; (b) Spousal Maintenance; (c) Child Maintenance; (d) Custody; (e) Access; (f) Property Division; (g) Other (specify)

**3. Custody and/or Access Issues:**

(i) Do either of the parties wish to mediate the above issue? If so, who should the mediator be?

(ii) Do either of the parties feel that an assessment is appropriate? If so, is an order for an assessment required?

(iii) Should the Office of the Children's Lawyer be involved in this case on behalf of one or more of the children?

**4. Property Division:**

(i) Can the parties agree upon the valuation date? If so, it is \_\_\_\_\_ .

(ii) Can the parties agree upon the valuation of some or all of the assets as at valuation day? If so, list those assets, with their agreed upon value:

(iii) Can the parties agree upon an appraiser or appraisers to value the balance of the assets? If so, list what those assets are and who will do the valuation:

First Meeting Memorandum - Page 3

(iv) Are there any disputes over the ownership of assets? If so, list what those assets are:

(v) Are there any disputes over the possession of assets? If so, list what those assets are:

(vi) Are there any disputes over any assets claimed as excluded property? If so, list what that property is:

**5. Wardship Proceedings:**

- (i) Is the issue of the child's "need of protection" contested?
- (ii) Are assessments of the parents and children appropriate? If so, who would do them?
- (iii) Can the trial be shortened by utilizing affidavits in lieu of examinations in chief?
- (iv) Should the Office of the Children's Lawyer intervene on behalf of one or more of the children?

**6.** Have the parties agreed upon a discovery process as set out in Rule 18? If so, what is agreed upon? Is an order under Rule 18 required?

**7.** What is the best estimate of counsel as to when a settlement conference may be held?

Applicant

Respondent

REGIONAL MUNICIPALITIES OF HAMILTON-WENTWORTH

First Meeting Memorandum - Page 4

8. The applicant undertakes to produce to the respondent the following information and material:

Item

Production Date

The respondent undertakes to produce to the applicant the following information and material:

Item

Production Date

**IN THE FAMILY COURT**  
**REGIONAL MUNICIPALITIES OF HAMILTON-WENTWORTH**

First Meeting Memorandum - Page 5

**9. Judges' Directions:**

- (a) Settlement conference will be held on
- (b) Each party shall prepare a settlement conference brief. The settlement conference brief shall contain:
  - (1) an outline of the facts of the case;
  - (2) any outstanding orders of the court relating to the case;
  - (3) up-to-date financial statement including, where appropriate, statements of the net family property;
  - (4) any relevant custody or access assessment reports;
  - (5) any medical reports or other documents that counsel intend to reply upon at trial;
  - (6) any cases that counsel thinks have relevance to the action;
  - (7) any other material that counsel thinks relevant.

Each party shall serve and file a settlement conference brief one week prior to the settlement conference date.

- (c) Other directions:

**10. Consent Orders:**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_

Judge

Counsel for Applicant

Counsel for Respondent

## SCHEDULE 9

---

<b>ONTARIO COURT OF JUSTICE</b>	Regional Municipality	55 Main Street West
<b>(General Division)</b>	of Hamilton-Wentworth	Hamilton, Ontario
<b>Family Court</b>		L8P 1H4
<b>COUR DE JUSTICE DE L'ONTARIO</b>	Municipalité régionale	55, rue Main ouest
<b>(Division Générale)</b>	de Hamilton-Wentworth	Hamilton (Ontario)
<b>Cours de la famille</b>		L8P 1H4
		905/525-1550

### M E M O R A N D U M

FILE:

DATE:

TO:

AND:

AND:

RE: \_\_\_\_\_ VS. \_\_\_\_\_

As per our recent arrangements, this is to confirm that the above-noted action is set on the trial list for the week of \_\_\_\_\_ day(s), to be spoken to in Assignment Court on \_\_\_\_\_ at 9:00 a.m.

The Last Meeting is set for:

It will be necessary to attend the Assignment Court as the presiding Justice will set the order in which the cases will be heard for the following week.

If this matter has been referred to mediation, please ensure the report has been filed. If, for any reason, the trial cannot proceed for the specified week, please advise the trial co-ordinator as soon as possible.

Yours truly,

Trial Co-ordinator



FAMILY COURT FAX MEMORANDUM

FC FAX #
(905) 577-8328
Motions Clerk #
(905) 577-8327

Motions Adjournment Request
or
Administrative List Report and Request
or
First Appearance Adjournment Request

File #

Between:

- Applicant
- Respondent
- and -

To the Presiding Officer hearing the following matter:

Re: First Appearance set for \_\_\_\_\_ @ \_\_\_\_\_ a.m.
\_ p.m.

Re: Motion set for \_\_\_\_\_ @ \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
(date)

Re: Administrative appearance set for
(date)
@ \_\_\_\_\_ a.m. or \_\_\_\_\_ p.m.

Disposition Requested

This matter is settled. Attached please find minutes of settlement (with S.D.O.)
Please grant an order in accordance with paragraph No(s). \_\_\_\_\_.

On the consent of all of the parties, please adjourn this matter to
\_\_\_\_\_ at \_\_\_\_\_ a.m. or \_\_\_\_\_ p.m. The reason for this adjournment request:
(see below)

If for any reason the Court cannot grant the relief requested, please notify me at
\_\_\_\_\_ (telephone number).

Signature

PART TWO: CONSENT REQUEST TO SCHEDULE MOTION

Please set the above motion for hearing on \_\_\_\_\_ @
\_\_\_\_\_ a.m./p.m.; you have advised me that this date is available. There is no
further material to be filed by any party.

- OR The parties have agreed to the filing of further material as follows:
(a) Respondent must file response affidavit material by
(b) Applicant must file any reply affidavit material by
(c) Other

The estimated time to argue this motion is

Signed by: \_\_\_\_\_ for Applicant
Signed by: \_\_\_\_\_ for Respondent
Signed by: \_\_\_\_\_ for Third Party, Office of the
Children's Lawyer, etc.

THIS DOCUMENT SHOULD BE COPIED TO ALL PARTIES

\_\_\_\_\_