

Superior Court of Justice, Family Court
(Name of Court)

Court File Number

at **85 Frederick Street, Kitchener, Ontario N2H 0A7**
(Court office address)

TRIAL READINESS FORM

Applicant(s)

<p><i>Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).</i></p>	<p><i>Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).</i></p>
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Respondent(s)

<p><i>Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).</i></p>	<p><i>Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).</i></p>
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Children's Lawyer

<p><i>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.</i></p>

Only one form is to be submitted per case on the Trial List.

Sittings

1. This matter is currently scheduled for a _____day trial during the three-week trial sittings of _____.
2. Does this time estimate remain accurate?
 - a. Y N
 - b. If no, how many days of trial time do you estimate are now required? _____
3. Both parties are ready and wish to proceed on this sitting?
 - a. Y N
4. An adjournment of this trial is being requested by:
 - a. One party (please identify) _____
 - b. Both Sides
 - c. N/A

5. What is the reason for the requested adjournment?

6. If both sides are jointly requesting an adjournment, which trial sittings should this matter be adjourned to? _____

Availability

7. The parties request that the matter proceed as follows:

- a. In person only at the courthouse (no party, counsel, or witness that I intend to call needs to appear by video);
- b. By remote hearing only (no party, counsel, or witness that I intend to call needs to appear in person);
- c. In a hybrid hearing, if the court has a courtroom available with the necessary technical capability (some counsel/parties/witnesses will attend in person and others will appear remotely)

Who is unable to attend at Court:

- Counsel or Party
- Witness(es)

If Witness(es), how much trial time was allocated in the TSEF? _____

- d. Both sides do not agree on the appropriate forum;
- e. Both sides can accommodate either in-person or remote hearing.

Trial Record

8. I confirm that the Trial Record has been:

- a. Served on all other parties? Y N
- b. Filed through the Family Submissions Online Portal? Y N
- c. Filed physically at the Family Court litigation counter? Y N

Proposed Exhibits

9. I confirm that all Exhibits that my side intends to rely upon at trial have been:

- a. Served on all other parties? Y N
- b. Filed through the Family Submissions Online Portal? Y N
- c. Filed physically at the Family Court litigation counter? Y N

Case Management

10. Would a further settlement conference be helpful to assist in resolving or narrowing the substantive issues?

a. Y N

11. The following judges have provided a substantive opinion in this matter:

- _____
- _____
- _____

Contact Information

12. The contact information to be used by the Office of the Trial Coordinator to advise that this matter has been called for trial is:

a. Applicant:

Telephone number of counsel or self-represented party: _____

E-mail address of counsel or self-represented party: _____

b. Respondent:

Telephone number of counsel or self-represented party: _____

E-mail address of counsel or self-represented party: _____

c. Respondent (2):

Telephone number of counsel or self-represented party: _____

E-mail address of counsel or self-represented party: _____

Further Comments:

13. Is there anything else the Trial Coordinator should know in relation to the scheduling of this matter?

*Applicant: Signature of Lawyer or
Self-Represented Party*

Date of signature

*Respondent: Signature of Lawyer or
Self-Represented Party*

Date of signature

*Respondent (2) Signature of Lawyer or
Self-Represented Party*

Date of signature