



SUPERIOR COURT OF QUÉBEC

COMMUNIQUÉ OF NOVEMBER 16, 2020

PLAN FOR THE MAINTENANCE OF ACTIVITIES OF THE SUPERIOR COURT IN CIVIL AND FAMILY MATTERS (DISTRICT OF MONTREAL)

Since the *rentrée judiciaire* in September, the Superior Court has resumed all of its activities in accordance with the developments concerning the measures imposed by the government and the public health department arising from the COVID-19 health emergency.

The Montreal region went into the orange zone in September and then into the red zone as of October 1st. The health measures adopted in the red zones are currently extended until November 23rd.

The Superior Court has already made several changes to its operations to limit the presence of attorneys and parties at the Montreal courthouse. On September 1 and 21, the Superior Court requested the cooperation of the members of the Bar of Montreal to comply with the capacity threshold of the courthouse and limit non-essential trips to the courthouse.

Today, in response to the risk of infection related to the high traffic at the Montreal courthouse, the Superior Court is making additional changes in order to maintain its activities while protecting the health and safety of the members of the judiciary, staff, attorneys, and citizens.

The success of these measures is dependent on the cooperation of the members of the Bar, which the Superior Court requests.

Thus, **as of November 30, 2020, in civil matters and January 5, 2021, in family matters, and until further notice**, the calling of the roll in the practice division in civil and family matters will take place virtually.

As of these dates, the parties or their attorneys will also have to use the means made available to them to avoid participating in the calling of the roll in the practice division in accordance with the *Directives concerning the calling of the roll* attached as **Schedule A** for [civil matters](#) or as **Schedule B** for [family matters](#).

The parties or their attorneys will therefore have to fill out the *Request for a hearing form* attached as **Schedule C** for [civil matters](#) or as **Schedule D** for [family matters](#) and submit it by 12:30 p.m. on the day prior to the date of presentation of the request. Thus, they will not be required to participate in the calling of the roll, save for the exceptional cases described below.

The Aide-mémoire, attached as **Schedule E** for [civil matters](#) and as **Schedule F** for [family matters](#), will help identify these new measures, which do not replace the [Directives of the Superior Court for the District of Montreal, updated to September 1, 2019](#) (French only) but add to them. Thus, those directives continue to apply for all subjects not addressed in this communiqué. They will be amended soon to reflect all of the changes described below.

Instructions concerning the conduct of the virtual calling of the roll are attached as **Schedule G** for [civil matters](#) and **Schedule H** for [family matters](#).

The new Notices of presentation in accordance with the mandatory model attached as **Schedule I** for [civil matters](#) and as **Schedule J** for [family matters](#) must be used for all applications presented on or after November 30, 2020, in civil matters, or on or after January 5, 2021, in family matters.

Also, as of November 30, 2020, in civil matters, and as of January 5, 2021, in family matters, and until further notice, parties and their attorneys will be required to proceed **exclusively by virtual hearings** for all applications in civil or family matters to be heard by a judge at the Montreal courthouse for which there is no testimonial evidence. **Exceptionally**, they may proceed in person after having established the necessity and obtained the prior authorization of a judge of the Superior Court in the manner described below.

We refer you to the [Guide to virtual hearings prepared for counsel and for the parties](#) (French only) available on the website of the Superior Court. The rules concerning decorum, the wearing of gowns in the family practice division, and other rules concerning dress set out in sections 34, 35, and 37 of the [Regulation of the Superior Court of Québec in civil matters](#) remain mandatory in the context of virtual hearings.

For hearings involving testimony, the presence of the parties and of the attorneys at the Montreal courthouse will continue to be left to the discretion of the judge designated to hear the case.

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I. CIVIL MATTERS – PRACTICE COURTS

Affected Courtrooms: 2.16 (calling of the roll), 2.07 (civil case management), 2.08 (civil practice division), 2.13 (Judge in Chambers) and 15.07 (obtaining a date without participating in the calling of the provisional roll)

As of November 30, 2020, the calling of the roll in civil matters will be held virtually. Attorneys or unrepresented parties will be required to use the means made available to them to avoid having to participate in the calling of the roll in the practice division of the Civil Division, in accordance with the [Directives concerning the calling of the roll](#) attached as **Schedule A**. These means are set out below in the section [Applications that do not require participation in the calling of the roll of Courtroom 2.16](#).

Also **as of November 30, 2020**, the parties and their attorneys will be required to proceed by **exclusively virtual hearings** for all applications in civil matters to be heard by a judge at the Montreal courthouse for which there is no testimonial evidence. **Exceptionally**, they may proceed in person after having established the necessity and obtained the prior authorization of a judge of the Superior Court.

The request for authorization to proceed in person is set out in the [Request for a hearing in civil matters form](#) attached as **Schedule C**, which must be submitted by 12:30 p.m. on the day prior to the date of presentation of the request, but not more than 24 hours before.

A. VIRTUAL CALLING OF THE ROLL OF COURTROOM 2.16

If an attorney or an unrepresented party is required to participate in the calling of the roll of the Civil Division, **as of November 30, 2020**, it will be held virtually via the Microsoft Teams platform.

[Instructions](#) concerning the virtual calling of the roll are attached as **Schedule G**.

The [permanent Teams connection links](#) (French only) for all of the courtrooms used by the Superior Court in civil, family, and commercial matters are now available on the website of the Superior Court.

The new [Notice of presentation](#) in accordance with the mandatory model attached as **Schedule I** must be used for all applications in civil matters presented in Courtroom 2.16, **on or after November 30, 2020**.

For applications that have already been notified as of the date of this communiqué and that are to be presented **on or after November 30, 2020**, a new [Notice of presentation](#) consistent with **Schedule I** must be notified.

If the measures described below have not been followed and no update is provided to the special clerk during the calling of the roll, the case will be postponed without a set date (*sine die*).

B. APPLICATIONS THAT DO NOT REQUIRE PARTICIPATION IN THE CALLING OF THE ROLL IN COURTROOM 2.16

i) Uncontested applications for postponement only

All uncontested applications to postpone, for which the proposed date is 30 days or more, must be submitted by email to the master of the rolls in the practice division at the following address: courpratique-remise@justice.gouv.qc.ca, with the file number indicated in the subject line of the email, **by 4:00 p.m. the day before the date of presentation. This is a strict time limit.**

An acknowledgement of receipt will be sent by email to the attorneys and to unrepresented parties.

All uncontested applications to postpone in the practice division will be granted, regardless of the number of prior postponements, without the need to participate in the virtual calling of the roll.

If the proposed postponement date is in less than 30 days, or, exceptionally, in the event of a last-minute application to postpone, the attorney or the unrepresented party must participate in the virtual calling of the roll.

ii) Uncontested and contested applications within the jurisdiction of the special clerk

The party that initiated the application submitted (or the first application notified if there is more than one to be presented on the same day) (e.g., an application to cease representing, to consolidate, to renew a safeguard order, etc.) must fill out the [Request for a hearing in civil matters form](#) attached as **Schedule C**.

The form must be sent to the special clerk at the following address: courpratique.216@justice.gouv.qc.ca **by 12:30 p.m. the day before the presentation or the day before the date to which the proceeding was postponed. This is a strict time limit.** The subject line of the email must include the note "Request for a hearing in civil matters".

In the case of an **uncontested application**, the party or the attorney must attach to the form documentary evidence of the adverse party's consent, as well as a copy of all documents supporting the application (e.g., copy of the amended case protocol and proof of notification in the case of a first application to extend the time limit to set the case down).

Minutes of the hearing will be sent by email to the attorneys and to unrepresented parties within 48 hours of the decision rendered.

In the case of a **contested application**, the special clerk will inform the attorneys and unrepresented parties by email,¹ giving 15 minutes advance notice, of the time at which they must join the virtual hearing using one of the [permanent Teams connection links](#) (French only) assigned to Courtroom 2.16.

If the attorneys or unrepresented parties do not participate in the virtual hearing at the scheduled time, they run the risk of a postponement without a set date (*sine die*), the dismissal of the application, or a default judgment.

iii) **Uncontested and contested applications within the jurisdiction of the judge**

The party that initiated the application submitted (or the first application notified if there is more than one to be presented on the same day) must fill out the [Request for a hearing in civil matters form](#) attached as **Schedule C**.

The form must be sent to the special clerk at the following address: cour-pratique.216@justice.gouv.qc.ca by **12:30 p.m. the day before the presentation or the day before the date to which the proceeding was postponed. This is a strict time limit.** The subject line of the email must include “Request for a hearing in civil matters”.

In the case of a **contested application**, the special clerk will transfer the application to the judge presiding in Courtroom 2.08 (civil practice division) or in Courtroom 2.07 (civil case management), without the need to participate in the virtual calling of the roll. The day before the date of presentation, the special clerk will inform the attorneys and unrepresented parties by email² that the case has been transferred.

The court clerk of the judge seized of the matter will inform counsel and unrepresented parties by email,³ giving 15 minutes advance notice, of the time at which they should join the virtual hearing using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom, such that the attorneys and unrepresented parties must remain available all day, with no guarantee as to the exact time at which their case will be called.

If the attorneys or unrepresented parties do not participate in the virtual hearing at the scheduled time, the case may be suspended and called again later, at the discretion of the judge seized of the matter. In that eventuality, attorneys and parties run the risk of a postponement without a set date (*sine die*), the dismissal of the application, or a default judgment.

We remind you of the rules set out in article 107 C.C.P. regarding the filing of pleadings and documents. An originating application must be filed with the court office before it is notified to the other parties. All other applications to be presented at the hearing must be filed with the court office with proof of their notification and with all documents required (exhibits, affidavits, etc.) **at least two working days before the date of presentation** so that they can be found in the court record.

¹ If no email address is available for an unrepresented party, the special clerk will inform that party by any other means indicated on the form.

² *Ibid.*

³ If no email address is available for an unrepresented party, the court clerk will inform that party by any other means indicated on the form.

For example, applications to be presented on a Thursday must be filed with the court office by the preceding Monday at 4:30 p.m., and any applicable judicial fees must have been paid.

Be advised that filing via the Digital Court Office of Québec may result in additional delays due to the health emergency. **It is therefore preferable to allow for three working days.**

Exceptionally, if documents are exchanged among the parties less than 48 hours before the date of presentation of the application, they may be submitted by email at the address production-tardive.civil.cs@judex.qc.ca **by 12:30 p.m. on the day before the hearing or by 12:30 p.m. on the Friday preceding the hearing if it is held on a Monday. This is a strict time limit.**

Each document must be attached to the email in PDF format and saved as follows: file number – name of proceeding or document – party submitting it – date (e.g., 500-17-00000-000 – Affidavit of – [name, surname] – [date]).

The subject of the email must also include the file number.

The total size of the documents attached to the email must not exceed 25 MB. It is recommended that the PDF document be saved in the “lowest file size” version so as not to exceed this limit.

THE COURT OFFICE WILL NOT RECORD DOCUMENTS SUBMITTED BY EMAIL IN THIS MANNER. ATTORNEYS OR UNREPRESENTED PARTIES MUST FILE THE ORIGINAL DOCUMENTS WITH THE COURT OFFICE WITHOUT DELAY.

In the case of an **uncontested application**, it will be transferred to the judge presiding in Courtroom 2.08 or in Courtroom 2.07, without the need to participate in the calling of the roll. The day before the date of presentation, the special clerk will inform counsel and unrepresented parties by email⁴ that the case has been transferred.

The party or attorney who initiated the proceeding must remain available in the morning in case the judge seized of the matter wishes to hear submissions. If need be, the court clerk will inform counsel or the unrepresented party by email,⁵ giving 15 minutes advance notice, to join the virtual hearing using one of the

⁴ If no email address is available for an unrepresented party, the special clerk will inform that party by any other means indicated on the form.

⁵ If no email address is available for an unrepresented party, the court clerk will inform that party by any other means indicated on the form.

[permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom. Uncontested applications are generally heard first.

The parties may request a copy of the minutes of the hearing or of a judgment by submitting their request to the following address: greffecivil_mtl_photocopies@justice.gouv.qc.ca. Such requests will be dealt with in accordance with the applicable prioritization criteria.

iv) Urgent proceedings to be presented in Courtroom 2.13 (Judge in Chambers)

A party that intends to submit an application requiring immediate intervention that does not require the presentation of evidence (e.g., injunctions, seizures before judgment, applications to quash a seizure, etc.) must first pay the judicial fees (judicial stamp) and request that a file be opened at the court office, then contact the court clerk at 514-393-2535 – extension 57202 between 8:45 a.m. and 9:15 a.m. or between 2:00 p.m. and 2:15 p.m.

Attorneys must be ready to submit their proceedings and relevant exhibits by email to the address provided by the court clerk along with his or her full contact information. The judge in chambers will then contact counsel, if needed.

Barring special circumstances, the adverse party must be notified that such an application will be presented to the judge in chambers in Courtroom 2.13, including the date and time of its presentation.

If possible, pleadings must be submitted one day before the date of presentation.

v) Hearings set down in the civil practice division (Courtroom 2.08)

For hearings fixed in Courtroom 2.08, the judge in charge of that Courtroom will contact the attorneys and unrepresented parties the week preceding the date of the hearing to confirm their intention to proceed and the duration.

The attorneys or the parties must speak to each other **at least seven days before the hearing** to discuss admissions, the duration, the possibility of a full or partial settlement, etc.

The identity of the judge appointed to hear the case as well as the courtroom assigned will be confirmed by the judge in charge of Courtroom 2.08.

As of November 30, 2020, for all applications not involving testimonial evidence, attorneys and unrepresented parties must proceed by **exclusively virtual hearings** using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom. **Exceptionally**, they may proceed in person after having established the necessity and obtained the prior authorization of the judge in charge of Courtroom 2.08 or the judge designated by him or her to hear the case.

For hearings involving testimonial evidence, the judge designated to hear the case has the discretion to allow the attorneys and unrepresented parties to attend the courthouse in person or to require them to proceed remotely.

For applications for authorization of a care order, the rules adopted under the plan to maintain the operations of the Superior Court in civil matters, summarized below, remain applicable.

Except for urgent applications, the urgency of which has been confirmed by the judge in charge of the civil practice division (Courtroom 2.08), the date of presentation of an application for authorization of care must be reserved with the master of the rolls of the civil practice division **by noon on the Thursday preceding the week in question**.

To reserve a date, the attorney must not only identify the CIUSSS and the hospital involved, but also provide the name of the attorney who will present the application and his or her contact information (email address and cellular telephone number). In the event of a change of attorney, the judge in charge of the civil practice division or the judge designated by him or her must be informed and must be provided with the contact information of the substitute attorney.

In addition, once the application has been stamped, the attorney must immediately contact the master of the rolls of the practice division at 514-393-2021, extension 1, with the file number obtained so that it can be added to the roll.

Save for exceptions due to urgency, all applications for authorization of care, including the exhibits, must be filed at the court office and submitted by email to the judge in charge of the civil practice division, **no later than 48 hours before the date of presentation fixed by the master of the rolls**.

The judge in charge of the civil practice division or the judge designated by him or her must also receive, **no later than 48 hours before the date of presentation fixed by the master of the rolls**, a duly completed [Application for authorization of care](#) form as well as a Word version of the draft order including the following statement: “**CONSIDERING** the reasons stated orally and recorded digitally”.

The procedure described above must also be followed if a case does not proceed on its initial presentation date and is postponed, so that the new judge in charge of the civil division may be informed of it.

C. APPLICATIONS THAT REQUIRE PARTICIPATION IN THE CALLING OF THE ROLL IN COURTROOM 2.16

i) Uncontested applications to postpone with a proposed date of less than 30 days

Attorneys who wish to postpone an application to a date that falls within less than 30 days must participate in the calling of the roll.

ii) Requests to obtain a hearing date

Attorneys who wish to obtain a date for a hearing in Courtroom 2.08 or for an application for judicial review in Courtroom 15.07 must submit their request by email at the following address: cour-pratique.216@justice.gouv.qc.ca, **before 8:30 a.m. on the date of presentation**, so that the file may be verified beforehand.

The subject of the email must be “Fixing a date” and a copy of the [Joint Declaration to Fix a Hearing of More than Two Hours - Civil Practice](#) or the [Request for Setting down for Trial and Judgment by Way of a Joint Declaration – Civil Matters](#), as the case may be, must be attached.

If no such email is submitted by 8:30 a.m. on the day of presentation, no date will be granted to the parties, and the application will be postponed without a set date (*sine die*).

Under no circumstances does this process exempt the parties from filing the original documents at the court office of the Superior Court at least 15 days before the date fixed for the hearing in Courtroom 2.08 or 15.07.

iii) Requests to be added to the roll

All requests to be added to the roll in the practice division of Courtroom 2.16 must be submitted in accordance with the following terms:

- 1) If the proceeding does not appear on the roll because of an administrative error, but the proceeding is identified by a number in the court register — for example, in the case of a postponement that was not entered in the court register — the party that wishes to obtain the special clerk’s authorization to add the proceeding to the roll must:
 - submit an email to the following address cour-pratique.216@justice.gouv.qc.ca with the subject “Request to be added”;
 - send a copy by email to all the other parties concerned by the proceeding by adding them in cc;
 - the email must be received **by 12:30 p.m. the day before the calling of the roll on which the proceeding should have appeared**;
 - the email must be accompanied by evidence of the error (for example, an excerpt from the court register or a copy of the minutes of hearing).

Next, the parties concerned by the proceeding at issue in the request for authorization to be added to the roll must participate in the virtual calling of the roll via the Microsoft Teams platform on the day scheduled for its presentation.

- 2) If a proceeding that has been duly served does not appear on the roll or in the court register — for example, in the case of a late filing justified by an urgent situation — the party that initiated the proceeding must attend Courtroom 2.16 in person to obtain the authorization of the special clerk to add the proceeding to the roll and to provide a copy to the special clerk.

We remind you that it is up to the attorney or the unrepresented party to ensure that the proceeding appears on the roll available online by 12:30 p.m. the day before the calling of the roll.

II. FAMILY MATTERS – PRACTICE COURT

Affected Courtrooms: 2.17 (calling of the roll), 2.01 (family practice division), 2.03 (family case management), 2.11 (applications for safeguard orders)

As of January 5, 2021, the calling of the roll in family matters will be held virtually. Attorneys or unrepresented parties must use the means made available to them to avoid having to participate in person at the calling of the roll in the family practice division, in accordance with the [Directives concerning the calling of the roll](#) attached as **Schedule B**. These means are specified in the section [Applications that do not require participation in the calling of the roll](#) of Courtroom 2.17 below.

Also, **as of January 5, 2021**, the parties and their attorneys must proceed by **exclusively virtual hearings** for all applications in family matters to be heard by a judge at the Montreal courthouse for which there is no testimonial evidence. **Exceptionally**, they may proceed in person after having established the necessity and obtained the prior authorization of a judge of the Superior Court.

The request for authorization to proceed in person is set out in the [Request for a hearing in family matters form](#) attached as **Schedule D**, which must be submitted by 12:30 p.m. the day before the date of presentation of the request, but not more than 24 hours before.

A. VIRTUAL CALLING OF THE ROLL IN COURTROOM 2.17

If counsel or an unrepresented party must participate in the calling of the roll of the family division, **as of January 5, 2021**, it will be held virtually via the Microsoft Teams platform.

[Instructions](#) concerning the conduct of the virtual calling of roll are attached as **Schedule H**.

The [permanent Teams connection links](#) (French only) for all of the courtrooms used by the Superior Court for the civil, family, and commercial divisions are available on the website of the Superior Court.

The new [Notice of presentation](#) in accordance with the mandatory model attached as **Schedule J** must be used for all applications in family matters to be presented in Courtroom 2.17, **on or after January 5, 2021**.

If the measures described below have not been followed and no update is provided to the special clerk during the calling of the roll, the case will be postponed without a set date (*sine die*).

B. APPLICATIONS THAT DO NOT REQUIRE PARTICIPATION IN THE CALLING OF THE ROLL IN COURTROOM 2.17

i) Uncontested applications for a postponement only

All uncontested applications to postpone, for which the proposed date is 30 days or more, must be submitted by email to the master of the rolls in the practice division at the following address: courpratique-remise@justice.gouv.qc.ca, with the file number indicated in the subject line of the email, **by 4:00 p.m. the day before the date of presentation. This is a strict time limit.**

An acknowledgement of receipt will be sent by email to the attorneys and to unrepresented parties.

All uncontested applications to postpone in the practice division will be granted, regardless of the number of prior postponements, without having to participate in the virtual calling of the roll.

If the proposed postponement date is in less than 30 days, or, exceptionally, in the event of a last-minute application to postpone, the attorney or the unrepresented party must participate in the virtual calling of the roll.

ii) Uncontested applications to homologate agreements or for the extension of safeguard orders

All uncontested applications to homologate agreements or for the extension of safeguard orders in a file appearing on the roll in Courtroom 2.17 must be accompanied by the form [Instructions for applications for homologation or extension under sealed envelope](#) (French only) and be submitted by email to the special clerk at the following address: courpratique-217@justice.gouv.qc.ca, **the day before the date of presentation or until 8:30 a.m., the morning of the date of presentation. This is a strict time limit.**

Any application under sealed envelope submitted after 8:30 a.m. will not be dealt with. The case will be postponed without a set date (*sine die*), and the attorney or the unrepresented party must file a new notice of presentation with a minimum delay of seven days, except with the authorization of the court.

To distinguish such applications from other applications received at this email address, the subject line of the email concerning the homologation of an agreement or the extension of a safeguard order must read “Homologation” or “Extension”.

THE COURT OFFICE WILL NOT RECORD DOCUMENTS SUBMITTED BY EMAIL IN THIS MANNER. ATTORNEYS OR UNREPRESENTED PARTIES MUST FILE THE ORIGINAL DOCUMENTS WITH THE COURT OFFICE WITHOUT DELAY.

The minutes of the hearing will be sent by email to the attorney or the unrepresented party within 48 hours of the decision rendered.

iii) **Uncontested and contested applications within the jurisdiction of the special clerk**

The party that initiates the application submitted (or the first application notified if there is more than one to be presented the same day) (e.g., application to cease representing, to consolidate, etc.) must fill out the [Request for a hearing in family matters form](#) attached as **Schedule D**

The form must be sent to the special clerk at the following address: courpratique-217@justice.gouv.qc.ca **by 12:30 p.m. the day before the presentation or the day before the date to which the proceeding was postponed. This is a strict time limit.** The subject of the email must include “Request for a hearing in family matters”.

In the case of an **uncontested application**, the party or attorney must attach to the form documentary evidence of the adverse party’s consent as well as a copy of all documents supporting the application (e.g., copy of the amended case protocol and proof of notification in the case of a first application to extend the time limit to set the case down for trial).

Minutes of the hearing will be sent by email to the attorneys and to unrepresented parties within 48 hours of the decision rendered.

In the case of a **contested application**, the special clerk will inform the attorneys and unrepresented parties by email,⁶ giving 15 minutes advance notice, of the time at which they should join the virtual hearing using one of the [permanent Teams connection links](#) (French only) assigned to Courtroom 2.17.

If the attorneys or unrepresented parties do not participate in the virtual hearing at the scheduled time, they run the risk of a postponement without a set date (*sine die*), the dismissal of the application, or a default judgment.

iv) **Uncontested and contested applications within the jurisdiction of the judge**

The party that initiates the application submitted (or the first application notified if there is more than one to be presented the same day) must fill out the [Request for a hearing in family matters form](#) attached as **Schedule D**.

The form must be sent to the special clerk at the following address: courpratique-217@justice.gouv.qc.ca **by 12:30 p.m. the day before the presentation or the day before the date to which the proceeding was postponed. This is a strict time limit.** The subject line of the email must include “Request for a hearing in family matters”.

In the case of a **contested application**, the special clerk will transfer the application to the judge in charge of Courtroom 2.11 (applications for safeguard orders) or in Courtroom 2.03 (family case management), without the need to participate in the virtual calling of the roll. The day before the date of

⁶ If no email address is available for an unrepresented party, the special clerk will inform that party by any other means indicated on the form.

presentation, the special clerk will inform the attorneys and unrepresented parties by email⁷ that the case has been transferred.

The court clerk of the judge seized of the matter will inform counsel and unrepresented parties by email,⁸ giving 15 minutes advance notice, of the time at which they should join the virtual hearing using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom, such that the attorneys and unrepresented parties must remain available all day, with no guarantee as to the exact time at which their case will be called.

If the attorneys or unrepresented parties do not participate in the virtual hearing at the scheduled time, the case may be suspended and called again later, at the discretion of the judge seized of the matter. In that eventuality, attorneys and parties run the risk of a postponement without a set date (*sine die*), the dismissal of the application, or a default judgment.

If an attorney wants his or her client to attend the hearing, he or she must provide the client with the [permanent Teams connection links](#) (French only) assigned to the Courtroom, within the 15 minutes advance notice period provided by the court clerk. If the client is late in connecting, the judge will have the discretion to hear the attorney's submissions in the party's absence.

In the case of an **uncontested application**, it will be transferred to the judge in charge of in Courtroom 2.11 or in Courtroom 2.03, without the need to participate in the calling of the roll. The day before the date of presentation, the special clerk will inform the attorneys and unrepresented parties by email⁹ that the case has been transferred.

The party or attorney who initiated the proceeding must remain available in the morning in case the judge seized of the matter wishes to hear submissions. If need be, the court clerk will inform the attorney or the unrepresented party by email, giving 15 minutes advance notice, to join the virtual hearing using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom. Uncontested applications are generally heard first.

The parties may request a copy of the minutes of the hearing or of a judgment by submitting their request to the following address: greffecivil_mtl_photocopies@justice.gouv.qc.ca. Such request will be dealt with in accordance with the applicable prioritization criteria.

For applications for safeguard orders, **the applicable delay for presentation in Courtroom 2.17 is 10 days**, in accordance with article 411 C.C.P. and section 149(a) of the [Directives of the Superior Court for the District of Montreal](#) (French only). This time limit must be complied with so that the adverse party may prepare his/her affidavit and the documents relevant to the presentation of the application for a safeguard order.

⁷ *Ibid.*

⁸ If no email address is available for an unrepresented party, the court clerk will inform that party by any other means indicated on the form.

⁹ If no email address is available for an unrepresented party, the special clerk will inform that party by any other means indicated on the form.

We remind you of the rules set out in article 107 C.C.P. regarding the filing of pleadings and documents. An originating application must be filed with the court office before it is notified to the other parties. All other applications to be presented at the hearing must be filed with the court office with proof of their notification and with all documents required (exhibits, affidavits, etc.) **at least two working days before the date of presentation** so that they can be found in the court record.

For example, applications to be presented on a Thursday must be filed with the court office by 4:30 p.m. the preceding Monday, and any applicable judicial fees must have been paid.

As stated in article 414 C.C.P. and sections 149(b) and (c) of the [*Directives of the Superior Court for the District of Montreal*](#) (French only), there must only be a single affidavit per party and a single reply, and each affidavit must be a maximum of eight pages.

For all applications for a safeguard order to be presented on or after January 5, 2021, the affidavit in response must be communicated to the adverse party **at least three working days before the date of presentation** and the affidavit in reply must be communicated to the adverse party **by 12:30 p.m. the day before the hearing or by 12:30 p.m. on the Friday preceding the hearing if it is held on a Monday. These are strict time limits.**

Applications for a safeguard order notified less than 10 days before the date of presentation will not be heard, unless the urgency is based on serious reasons and justified. In that case, the affidavit in response must be communicated **by 8:30 a.m. the day before the hearing** and the affidavit in reply must be communicated **by 12:30 p.m. the day before the hearing or at those same times on the Friday preceding the hearing if it is held on a Monday. These are strict time limits.**

Documents exchanged between the parties less than two working days before the date of presentation of the application must be submitted by email at the address production-tardive.familial.cs@judex.qc.ca **by 12:30 p.m. the day before the hearing or by 12:30 p.m. the Friday preceding the hearing if it is held on a Monday. This is a strict time limit.**

Each document must be attached to the email in PDF format and saved as follows: file number – name of pleading or document – party submitting it – date (e.g., 500-17-00000-000 – Affidavit of – [name, surname] – [date]).

The subject line of the email must also include the file number.

The total size of the documents attached to the email must not exceed 25 MB. It is recommended that the PDF document be saved in the “lowest file size” version so as not to exceed this limit.

THE COURT OFFICE WILL NOT RECORD DOCUMENTS SUBMITTED BY EMAIL IN THIS MANNER. ATTORNEYS OR UNREPRESENTED PARTIES MUST FILE THE ORIGINAL DOCUMENTS WITH THE COURT OFFICE WITHOUT DELAY.

v) Hearings already scheduled in Courtroom 2.01

For hearings fixed in Courtroom 2.01, the **judge in charge of that Courtroom will communicate with the attorneys or the parties the week before the hearing to confirm their intention to proceed and the duration.**

The attorneys or the parties must speak to each other at least seven days before the hearing to discuss admissions, the duration, the possibility of a full or partial settlement, etc. **The judge in charge of Courtroom 2.01 must not be copied on the discussions held prior to the hearing. Instead, the parties must agree on the message to be communicated to the judge in charge of Courtroom 2.01.**

The identity of the judge appointed to hear the case as well as the Courtroom assigned **will be confirmed by the judge in charge of Courtroom 2.01.**

As of January 5, 2021, for any hearing that does not involve testimonial evidence, attorneys and unrepresented parties must proceed by **exclusively virtual hearings** using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom. **Exceptionally**, they may proceed in person after having established the necessity and obtained the prior authorization of the judge in charge of Courtroom 2.01 or the judge designated by him or her to hear the case.

For hearings involving testimonial evidence, the judge designated to hear the case has the discretion to allow the attorneys and unrepresented parties to attend the courthouse in person or to require them to proceed remotely.

C. APPLICATIONS THAT REQUIRE PARTICIPATION IN THE CALLING OF THE ROLL IN COURTROOM 2.17

i) Uncontested applications to postpone with a proposed date of less than 30 days

Attorneys who wish to postpone an application to a date that does not comply with the minimum period of 30 days, must participate in the virtual calling of the roll.

ii) Requests to obtain a hearing date

Attorneys who wish to obtain a hearing date in Courtroom 2.01 must submit their request by email at the following address: courpratique-217@justice.gouv.qc.ca, **at least 48 hours before the date of presentation of the application**, so that the file may be verified beforehand.

The subject line of the email must be “Fixing a date” and a copy of the [Joint Declaration to Fix a Hearing of More than Two Hours - Family Practice](#) and a copy of the documents to be filed in the record to complete it, if any, must be attached to the email.

If no such email is submitted within the time limit, no date will be given to the parties, and the application will be postponed for a minimum of seven days to allow the parties to comply with this process.

On the day of the virtual calling of the roll, the attorneys who have complied with the foregoing will be assigned a hearing date in Courtroom 2.01 if their file is deemed complete. If not, the special clerk, in his or her discretion, will fix the hearing date by asking the parties to give undertakings or postpone the application for a minimum of 15 days to allow them to complete the file.

Filing of undertakings to retain a hearing date:

The filing of undertakings takes place according to the same process, that is, attorneys must submit their application by email to the following address: courpratique-217@justice.gouv.qc.ca, at least 48 hours before the date of presentation of the application so that the file can be verified in advance.

The subject of the email must be “Filing of undertakings” and be accompanied by the documents that the attorneys undertook to file.

On the day of the virtual calling of the roll, attorneys who have complied with their undertakings will have their date confirmed by the special clerk. Otherwise, the case will be transferred to the judge in Courtroom 2.03 to give the attorneys the opportunity to make submissions to retain the hearing date.

The court clerk of the judge seized of the case will inform the attorneys and unrepresented parties by email,¹⁰ giving 15 minutes advance notice, of the time at which they must join the virtual hearing using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom, such that attorneys and unrepresented parties must remain available all morning, with no guarantee as to the precise time at which their case will be called.

Under no circumstances does this process exempt the parties from filing the original documents at the court office of the Superior Court at least 15 days before the date fixed for the hearing in Courtroom 2.01.

¹⁰ If no email address is available for an unrepresented party, the court clerk will inform that party by any other means indicated on the form.

iii) Requests to be added to the roll

All requests to be added to the roll in the practice division of Courtroom 2.17 must be submitted in accordance with the following terms:

- 1) If the proceeding does not appear on the roll because of an administrative error, but the proceeding is identified by a number in the court register — for example, in the case of a postponement that was not entered in the court register — the party that wishes to obtain the authorization of the special clerk to add the proceeding to the roll must:
 - send an email to the following address:
courpratique.217@justice.gouv.qc.ca with the subject line “Request to be added”;
 - send an email copy to all the other parties concerned by the proceeding by adding them in cc;
 - the email must be received by 12:30 p.m. the day before the calling of the roll on which the proceeding should have appeared;
 - the email must be accompanied by evidence of the error (for example, an excerpt from the court register or a copy of the minutes of hearing).

Next, the parties concerned by the proceeding at issue in the request for authorization to be added to the roll must participate in the virtual calling of the roll via the Microsoft Teams platform on the day scheduled for its presentation.

- 2) If a proceeding that has been duly served does not appear on the roll or in the court register — for example, in the case of a late filing justified by an urgent situation — the party that initiated the proceeding must attend Courtroom 2.17 in person to obtain the authorization of the special clerk to add the proceeding to the roll and to provide a copy to the special clerk.

We remind you that it is up to the attorney or the unrepresented party to ensure, by 12:30 p.m. the day before the calling of the roll, that the proceeding appears on the roll available online.

III. CIVIL AND FAMILY MATTERS – TRIAL ON THE MERITS

- **Courtroom 15.07**

As of November 30, 2020, in civil matters and as of January 5, 2021, in family matters, for any hearing on the merits that does not involve testimonial evidence, attorneys and unrepresented parties must proceed by an **exclusively virtual hearing** using one of the [permanent Teams connection links](#) (French only) assigned to the appropriate Courtroom.

The coordinating judge for hearings on the merits in the civil and family divisions will inform the parties of the identity of the judge designated to hear the case and the Courtroom assigned for that purpose.

For hearings on the merits involving testimonial evidence, the judge designated to hear the case has the discretion to allow the attorneys and unrepresented parties to attend the courthouse in person or to require them to proceed remotely.

- **Calling of the provisional roll (Courtroom 15.07)**

The calling of the provisional roll presided by the special clerk every Thursday will be held virtually **as of November 30, 2020**.

Notwithstanding the notice of hearing that they received, the parties must not physically attend Courtroom 15.07 at the time indicated in the notice, but must instead connect to the Microsoft Teams platform five minutes before that time.

The contact information to join the calling of the provisional roll in Courtroom 15.07 is as follows:

- a) **using Teams:** click on the permanent connection link established for Courtroom 15.07 indicated in the [permanent Teams connection links](#) (French only);
- b) **by telephone:**
 - Canada, Quebec (Charges will apply): +1 581-319-2194
 - Canada (Toll free): (833) 450-1741
 - Conference ID: 186 990 528#
- c) **by videoconference:** teams@teams.justice.gouv.qc.ca
VTC Conference ID: 1193833520

The conduct of the calling of the roll remains the same. Moreover, it is more important than ever to comply with articles 78, 79, and 82 of the [Directives of the Superior Court of the District of Montreal](#) (French only).

In addition, no trial dates will be given to parties who have not previously filed in the court record the duly completed [Request for Setting down for Trial and Judgment by Way of a Joint Declaration](#) — including, in civil matters, the table set out in the section specific to the admission of exhibits. The form must have been filed at the court office no later than 48 hours before the calling of the roll.

The [Instructions](#) for the calling of the roll of Courtroom 2.16 attached as **Schedule G** apply with the necessary modifications.

- **Calling of the special provisional roll (Courtroom 16.06)**

As of November 26, 2020, the Associate Chief Justice or any other judge designated by her will hear attorneys and unrepresented parties during the calling of the special provisional roll using Microsoft Teams.

The contact information to join the calling of the provisional roll in Courtroom 16.06 is as follows:

- a) **using Teams:** click on the permanent connection link established for Courtroom 16.06 indicated in the [permanent Teams connection links](#) (French only);
- b) **by telephone:**
Canada, Quebec (Charges will apply): +1 581-319-2194
Canada (Toll free): (833) 450-1741
Conference ID: 591 630 716#
- c) **by videoconference:** teams@teams.justice.gouv.qc.ca
VTC Conference ID: 1173094864

The [Instructions](#) for the calling of the roll of Courtroom 2.16 attached as **Schedule G** apply with the necessary modifications.

IV. END OF THE SUSPENSION OF TIME LIMITS

Order [4251](#) decreed that as of March 15, 2020, civil procedure time limits are suspended, except for matters deemed urgent by the courts. The Superior Court issued a communiqué forthwith listing the applications that it deemed urgent. The examination of case protocols under article 150 C.C.P. was not one of the urgent proceedings. The examination of case protocols was therefore suspended.

The time limits started to run again on September 1, 2020 (Order [4303](#)).

Since the time limits were suspended by Orders [4251](#) and [4303](#), the Superior Court did not deem it appropriate to examine retroactively case protocols that were filed before September 1, 2020.

What follows is an example of the effects of the suspension and the extension of the time limits resulting from these two orders. A time limit for trial readiness that was to expire on August 15, 2020, is automatically extended by seven months, that is, a suspension of five and a half months that elapsed between March 15 and September 1, 2020, plus 45 additional days under Order [4303](#). In this example, without any intervention by the Court being necessary, the time limit for trial readiness that was to expire on August 15, 2020, now expires on March 15, 2021. This seven-month extension also applies to all other time limits set out in the case protocol. During the period of suspension, it was therefore not necessary for the Court to examine the case protocols and render judgments extending the time limit to set the case down for trial.

That being said, confusion arose from the fact that staff continued to sort the case protocols and indicate CHEM EXA in the court register when the file was intended for a case management judge, even though, ultimately, the judge did not examine it. The office of the master of the rolls is currently working on correcting the situation to withdraw this note in the court register in view of the decision not to examine case protocols filed before September 1, 2020, as a result of the suspension of the time limits provided by Orders [4251](#) and [4303](#).

The Superior Court reiterates that under no circumstances may the parties extend by consent the time limit to set the case down for trial under article 173 C.C.P., which is a provision of public order. This means that, if the parties request an extension of the time limit in the case protocol, only the Court may grant it, unless there is an

automatic extension resulting from a suspension of the proceedings, as was the case pursuant to the two Orders referred to above. Thus, despite a request to that effect, the presumed acceptance of the case protocol under article 150 C.C.P. never extends the time limit for trial readiness. The same applies to requests for authorization to file a written defence.

In cases where the parties have filed case protocol proposals and have still not reached an agreement to date, the suspension of the time limits decreed by Orders [4251](#) and [4303](#) mean that they may still present a notice in the case management chamber for the Court to establish the protocol. That being said, in view of reduced staffing levels as a result of the pandemic, the Superior Court urges parties to negotiate actively to reach an agreement on a joint case protocol.

Similarly, if the parties are of the view that one or more of the safeguard orders listed in article 158 C.C.P. would be appropriate, they may file a case management notice to that effect. The parties may also apply to the Court if they are of the view that it would be appropriate to hold a case management conference in Courtroom 16.61 in a given file.

V. COMMERCIAL DIVISION

Courtrooms: 16.10 (registrar / special clerk) and 16.04 (judge)

The judge now sits in Courtroom 16.04.

As of November 16, 2020, these courtrooms will function in accordance with the [Note concerning the functioning of the Commercial Division](#) (French only) published on the websites of the Superior Court and the Bar of Montreal.

VI. DIGITAL COURT OFFICE OF QUÉBEC

Through the [Digital Court Office of Québec](#), it is possible to electronically transmit certain pleadings (according to the list available on the Ministère's website) along with documents (forms, proof of notification, etc.) to the court office of the Montreal courthouse in civil, family, and commercial matters.

With respect to the functioning of the digital court office, we urge attorneys and unrepresented parties to consult the website of the Ministère de la Justice

<https://www.justice.gouv.qc.ca/systeme-judiciaire/processus-judiciaire/greffenumerique/>

as well as for the terms of use

<https://gnjq.justice.gouv.qc.ca/fr/ProcEDURE/ConditionUtilisation>.

Proceedings without applicable judicial fees are deemed to have been filed at the court office on the day of their receipt if they are filed on a working day between 8:30 a.m. and 4:30 p.m. Otherwise, they are deemed to have been filed on the following working day. Proceedings with applicable judicial fees are deemed to have been filed on the day of payment of the judicial fees.

Any proceeding filed using the digital court office is printed and dated by court office personnel and is considered the official proceeding in the record. Thus, when the proceeding has been filed at the digital court office, attorneys and unrepresented parties need not use other means of filing (e.g., by mail or in the boxes located at the courthouse).

Exhibits in support of proceedings for which filing at the digital court office is permitted are also printed and filed in the record. Thus, when permitted exhibits are filed at the digital court office, attorneys and unrepresented parties need not use other means of filing (e.g., the mail or the boxes located at the courthouse).

Moreover, when the original of an exhibit is required (e.g., marriage certificates, wills, etc.) the court office will inform the parties and the original must be filed by mail or in the boxes located at the courthouse.

VII. SETTLEMENT CONFERENCES

The settlement conference department schedules conferences for all the districts of the Montreal Division. The necessary measures have been implemented to ensure that the physical distancing rules applicable during the health crisis are complied with in the settlement conference rooms. Counsel and parties who request that a settlement conference be held must fill out the form [Joint Request of the Parties for a Settlement Conference](#) (new form) available on the websites of the Superior Court and the Bar of Montreal. It is essential that the number of participants indicated in the joint request be respected.

It is possible to hold a virtual settlement conference via the Teams platform, as indicated in the joint request form. The parties and attorneys are urged to consider holding a virtual settlement conference, which allows the settlement conference to be held in an efficient and safe manner, according to the same terms and formalities as a face-to-face settlement conference.

No settlement conference involving more than 12 participants may be held face-to-face. Any settlement conference involving more than 12 participants, including attorneys, must be held virtually or semi-virtually.

VIII. HEALTH MEASURES CURRENTLY IMPLEMENTED

All courtrooms used by the Superior Court are equipped with plexiglass screens and are disinfected twice a day and between each case.

We take this opportunity to reiterate the guidelines regarding frequent hand washing, maintaining a two-metre distance with the people you interact with, and wearing a mask in the common areas of the building and in situations where it is impossible to maintain a two-metre distance.

We also suggest, even if the risk is low, that you limit the exchange of paper documents as much as possible. We refer you to the [Guidelines concerning the use of technology during hearings](#) (French only), which provides that attorneys may use technological

tools to [TRANSLATION] “broadcast or send short text messages, observations, information, and notes.”

Individual compliance with these mandatory measures is essential to ensure the health and safety of all.

Eva Petras
Associate Chief Justice

Chantal Tremblay
Coordinating Judge, District of Montreal

**SCHEDULE A - Directives concerning the calling of the
roll in civil matters**

JUDICIAL DISTRICT OF MONTREAL

Calling of the roll of the practice division of the Superior Court of Québec in Courtroom 2.16 (Civil Division)

Directives concerning the calling of the roll

The purpose of these directives is to prevent the parties from having to go to the courthouse by participating in the calling of the roll in accordance with the steps described below.

The calling of the roll takes place as follows:

- I. the day before, by sending the **mandatory** form [Request for a hearing in civil matters form¹](#) to the email address cour-pratique.216@justice.gouv.qc.ca by 12:30 p.m. the day before the date of presentation, but never more than 24 hours in advance;

or

- II. the same day, virtually, using Teams, in accordance with the [Instructions](#) issued for the virtual calling of the roll in Courtroom 2.16, solely for submissions that are not covered by the form referred to above.

THE SPECIAL CLERK HAS THE DISCRETION DURING THE VIRTUAL CALLING OF THE ROLL NOT TO HEAR ANY APPLICATION THAT COULD HAVE BEEN DEALT WITH BY SENDING THE FORM.

¹ This form must be used both for matters within the judge's jurisdiction and for those within the special clerk's jurisdiction.

**SCHEDULE B - Directives concerning the calling of
the roll in family matters**

JUDICIAL DISTRICT OF MONTREAL

Calling of the roll of the practice division of the Superior Court of Québec in Courtroom 2.17 (Family Division)

Directives concerning the calling of the roll

The purpose of these directives is to prevent the parties from having to go to the courthouse by participating in the calling of the roll in accordance with the steps described below.

The calling of the roll takes place as follows:

- I. the day before, by sending one of the following **mandatory** forms to the address courpratique-217@justice.gouv.qc.ca **by 12:30 p.m. the day before the date of presentation, but never more than 24 hours in advance:**
 - “[*Instructions for applications for homologation or extension under sealed envelope*](#)” form (French only) or
 - [Request for a hearing in family matters form](#);¹

or

- II. the same day, virtually, using Teams, in accordance with the [Instructions](#) issued for the virtual calling of the roll in Courtroom 2.17, solely for submissions that are not covered by the forms referred to above.

THE SPECIAL CLERK HAS THE DISCRETION DURING THE VIRTUAL CALLING OF THE ROLL NOT TO HEAR ANY APPLICATION THAT COULD HAVE BEEN DEALT WITH BY SENDING THE FORM.

¹ This form must be used both for matters within the judge's jurisdiction and for those within the special clerk's jurisdiction.

**SCHEDULE C - Request for a hearing in civil
matters form**

REQUEST FOR A HEARING IN CIVIL MATTERS FORM

Court file number: 500 - _____

IMPORTANT: Only one form per file must be sent per date of presentation on the roll, and a new form per file must be sent for each new date of presentation. The party that initiated the application submitted to the court (or the first to be notified if there is more than one application to be presented on the same day) must fill out all sections of this form and attach it to an email message sent to the address: cour-pratique.216@justice.gouv.qc.ca with a copy of the email sent c.c. to the adverse party only between 8:00 a.m. and 12:30 p.m. the last working day before the date of presentation.

1

Proceeding(s) on the roll of _____ in Courtroom 2.16
(date)

☐ Uncontested application(s)
apply]

☐ Contested application(s) [check all that

- ☐ Quashing of seizure/stay of execution
☐ Case management notice
☐ Suretyship for costs
☐ Cease representing/Substitution of attorney

- Trial set for: _____
☐ Disclosure of documents
☐ Communication of exhibits/particulars
☐ Request for special case management
☐ Fixing a case protocol
☐ Injunction
☐ Exception to dismiss
☐ Consolidation/separation of proceedings
☐ Application to amend a pleading
☐ Declinatory exception
☐ Objections

- ☐ Contempt of court
☐ Extension of a subpoena
☐ Renewal of safeguard/interim order
☐ Relief from default

Nature of default: _____
☐ Postponement of hearing scheduled in 2.08 or 15.07 on _____

- ☐ Contested postponement
☐ Revocation of judgment
☐ Extension of a time limit
Number of previous extensions: _____
☐ Suspension of proceedings
Number of previous suspensions: _____
☐ Other _____

Specify those that are contested: _____

2

Time required for submissions for all proceedings on the roll

Duration: Plaintiff/applicant: _____ Defence: _____ Other: _____
Reading time: _____ TOTAL DURATION: _____

3

Contact information of the attorneys
making representations before the Court

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

4

Contact information of unrepresented parties

Name of party: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of party: _____
Telephone (direct): _____
Cell: _____
Email: _____

5

Previous settlement attempts

Have you attempted to settle the application(s)? ☐ yes ☐ no

6

Filing of documents

I certify that all of the proceedings, exhibits, and other documents required were filed at the court office at least two working days before the date of presentation ☐ yes ☐ no

I certify a copy of all the documents, exchanged among the parties less than two working days before the date of presentation, but at the latest by 12:30 p.m. the day before the hearing, was sent by email to production-tardive.civil.cs@judex.qc.ca ☐ yes ☐ no ☐ n/a

7

Confirmation

By checking the box that follows, I, _____, confirm that I have obtained the adverse party's name of attorney responsible for the file consent to submit this form, his or her time required for submissions, and the other information above. ☐

If the adverse party's consent was not obtained, please set out the reasons:

8

Authorization to proceed in person

Who is making the request:

Set out the reasons justifying attendance in person:

**SCHEDULE D - Request for a hearing in family matters
form**

SUPERIOR COURT – District of Montreal

REQUEST FOR A HEARING IN FAMILY MATTERS FORM

Court file number: 500 - _____

IMPORTANT: Only one form per file must be sent per date of presentation on the roll, and a new form per file must be sent for each new date of presentation. The party that initiated the application submitted to the court (or the first to be notified if there is more than one application to be presented on the same day) must fill out all sections of this form and send it to the email address courpratique-217@justice.gouv.qc.ca with a copy of the email sent c.c. to the adverse party only between 8:00 a.m. and 12:30 p.m. the last working day before the date of presentation.

1

Proceedings on the roll of _____ of Courtroom 2.17
(date)

☐ Uncontested application(s)

☐ Contested application(s)

[check all that apply]

☐ Application for a safeguard order

Date of service/notification:

☐ Contested extension and/or
amendment of a safeguard order

- ☐ Case management notice
- ☐ Cease representing/Substitution of attorney Trial set for: _____
- ☐ Disclosure of documents
- ☐ Request for special case management
- ☐ Request for undertakings
- ☐ Psychosocial assessment
- ☐ Establishing a case protocol
- ☐ Application to dismiss
- ☐ Declinatory exception
- ☐ Appointment of an attorney for the child
- ☐ Contempt of court
- ☐ Extension of a time limit
Number of previous extensions: _____
- ☐ Extension of a subpoena
- ☐ Relief from failure to set down for trial
- ☐ Contested application for postponement
- ☐ Postponement of hearing scheduled in 2.01 or 15.07 on _____
- ☐ Revocation of judgment
- ☐ Suspension of proceedings
Number of previous suspensions: _____
- ☐ Other: _____

Specify those that are contested: _____

2

Time required for submissions

Duration: Plaintiff/applicant: _____ Defence: _____ Other: _____
Reading time: _____ TOTAL DURATION: _____

3

Contact information of the attorneys making representations before the Court

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of attorney: _____
Name of party represented: _____
Telephone (direct): _____
Cell: _____
Email: _____

4

Contact information of unrepresented parties

Name of party: _____
Telephone (direct): _____
Cell: _____
Email: _____

Name of party: _____
Telephone (direct): _____
Cell: _____
Email: _____

5

Previous settlement attempts

Have you attempted to settle the application(s)? ☐ yes ☐ no

6

Filing of documents

I certify that all of the proceedings, exhibits, affidavits, and other documents required were filed at the court office at least two working days before the date of presentation ☐ yes ☐ no

I certify that a copy of all the affidavits and documents, exchanged among the parties less than two working days before the date of presentation, but at the latest by 12:30 p.m. the day before the hearing, was sent by email to production-tardive.familial.cs@judex.qc.ca ☐ yes ☐ no ☐ n/a

7

Confirmation

By checking the box that follows, I, _____, confirm that I have obtained the adverse party's
name of attorney responsible for the file
consent to submit this form, his or her time required for submissions, and the other information above. ☐

If the adverse party's consent was not obtained, please set out the reasons:

8

Authorization to proceed in person

Who is making the request:

Set out the reasons justifying attendance in person:

SCHEDULE E - Aide-mémoire in civil matters

SUPERIOR COURT CIVIL MATTERS

ROLL – Courtroom 2.16

AIDE-MÉMOIRE

Procedures have been implemented to avoid having to go to the Montreal courthouse. Here is a list of the applications concerned:

TYPE OF APPLICATION	HOW TO PROCEED?	EMAIL ADDRESS	TIME LIMIT	ADDITIONAL INFORMATION
UNCONTESTED APPLICATIONS				
Uncontested applications for postponement	<ul style="list-style-type: none"> Send an email Subject line of email: Indicate the file number 	Courpratique-remise@justice.gouv.qc.ca	The day before the date of presentation, by 4:00 p.m.	For postponements of less than 30 days, attend the virtual calling of the roll in Courtroom 2.16 using TEAMS
Request for a hearing date	<ul style="list-style-type: none"> Send an email with the Joint Declaration to Fix a Hearing of More than Two Hours – Civil Practice or the Request for Setting down for Trial and Judgment by Way of a Joint Declaration – Civil Matters Subject of email: “Fixing a date” 	cour-pratique.216@justice.gouv.qc.ca	By 8:30 a.m. the morning of the day of the presentation	You must participate in the virtual calling of the roll in Courtroom 2.16 to obtain the date
CONTESTED OR UNCONTESTED APPLICATIONS				
Any other application within the jurisdiction of the special clerk or of the judge	<ul style="list-style-type: none"> Fill out and send the Request for a Hearing in Civil Matters form Subject line of email: “Request for a hearing in civil matters” 	cour-pratique.216@justice.gouv.qc.ca	By 12:30 p.m. the day before the presentation, but no more than 24 hours in advance	<p>Participation in the virtual calling of the roll in Courtroom 2.16 is not necessary.</p> <p>You will receive an email indicating the Courtroom to which you have been transferred, if applicable, or whether your application will be dealt with by the special clerk</p>

In the event of any discrepancy between this aide-mémoire and the Communiqués of the Superior Court (District of Montreal), please note that the Communiqués takes precedence over this aide-mémoire. It is important to consult the website of the Bar of Montreal for the latest updates to this aide-mémoire.

The proceeding in question must be on the roll.

Always send “carbon copy” (cc) emails to all the parties in the file.

All the forms referred to above are available on the websites of the Superior Court and of the Bar of Montreal.

SCHEDULE F - Aide-mémoire in family matters

SUPERIOR COURT FAMILY MATTERS

Roll - Courtroom 2.17

AIDE-MÉMOIRE

Procedures have been implemented to avoid having to go to the Montreal courthouse. Here is a list of the applications concerned:

TYPES OF APPLICATIONS	HOW TO PROCEED?	EMAIL ADDRESS	TIME LIMIT	ADDITIONAL INFORMATION
UNCONTESTED APPLICATIONS				
Uncontested applications for postponement	<ul style="list-style-type: none"> Send an email Subject line of email: Indicate the file number 	Courpratique-remise@justice.gouv.qc.ca	The day before the date of presentation, by 4:00 p.m.	For postponements of less than 30 days, attend the virtual calling of the roll in Courtroom 2.17 using TEAMS.
Homologation of an agreement/extension of a safeguard order under sealed envelope	<ul style="list-style-type: none"> Before the date of presentation: <ul style="list-style-type: none"> Fill out and send the “Instructions for applications for homologation or extension under sealed envelope”(French only) form Subject line of email: Application for homologation by consent or for extension” 	courpratique-217@justice.gouv.qc.ca	By 8:30 a.m. the morning of the day of the presentation	You will receive the minutes by email.
Request for a hearing date	<ul style="list-style-type: none"> Send an email with a copy of the Joint Declaration to Fix a Hearing of More than Two Hours – Family Practice and of the documents to be filed in the record to complete it Subject line of email: “Fixing a date” or “Filing of undertakings” 	courpratique-217@justice.gouv.qc.ca	48 hours before the date of presentation	You must participate in the virtual calling of the roll in Courtroom 2.17 to obtain the date.
CONTESTED OR UNCONTESTED APPLICATIONS				
Any other application within the jurisdiction of the judge or of the special clerk	<ul style="list-style-type: none"> Fill out and send the Request for a Hearing in Family Matters form Subject line of email: “Request for a hearing in family matters” 	courpratique-217@justice.gouv.qc.ca	By 12:30 p.m. the day before the presentation, but no more than 24 hours in advance	<p>Participation in the virtual calling of the roll in Courtroom 2.17 is not necessary.</p> <p>You will receive an email indicating the Courtroom to which you have been transferred, if applicable, or whether your application will be dealt with by the special clerk.</p>

In the event of any discrepancy between this aide-mémoire and the Communiqués of the Superior Court (District of Montreal), please note that the Communiqués takes precedence over this aide-mémoire. It is important to consult the website of the Bar of Montreal for the latest updates to this aide-mémoire.

The proceeding in question must be on the roll.

Always send “carbon copy” (cc) emails to all the parties in the file.

All the forms referred to above are available on the websites of the Superior Court and of the Bar of Montreal.

SCHEDULE G - Instructions in civil matters

INSTRUCTIONS

Virtual calling of the roll in Courtroom 2.16 using Teams

The purpose of these instructions is to facilitate the participation of attorneys and unrepresented parties in the calling of the roll in the practice division using Teams

1. Instructions concerning the conduct of the calling of the roll

1.1. The calling of the roll starts at 9:00 a.m., but you must connect at least five minutes before the start of the calling of the roll (8:55 a.m.);

1.2. The calling of the roll takes place on the “Microsoft Teams” platform; You have the option of:

Downloading and installing the Teams application

You will then have access to all the features available on the platform; or
Accessing the virtual courtroom directly on the web, without downloading or installing the Teams application;

However, you will not have access to all of the features of the platform. For example, you will see only one participant at a time on your screen;

Please note: You must use one of the following browsers: Chrome or Microsoft Edge Chromium. You must not use Explorer or Firefox.

1.3. The contact information to join the virtual calling of the roll of Courtroom 2.16 is as follows:

a) **using Teams**: click on the permanent connection link for Courtroom 2.16 available [here](#);

You will then have to enter your name and click “Join Now”. To facilitate the process and the identification of participants, we ask that you enter your name in the following manner:

Attorneys: Mtre Name, Surname (name of party represented);

Parties not represented by an attorney: Name, Surname (specify: Plaintiff, Defendant, or other);

For persons who wish to attend a public hearing: simply enter “public”;

b) by telephone:

Canada, Quebec (Charges will apply): +1 581-319-2194

Canada (Toll free): (833) 450-1741

Conference ID: 470 980 973#

c) by videoconference: teams@teams.justice.gouv.qc.ca

VTC conference ID: 1197347661

1.4. Once in the courtroom, if you have used:

1.4.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that will appear on the screen.

1.4.2. a telephone, you must disable your telephone's microphone by putting it on mute (not on standby) until your case is called. In addition, to avoid ambient noise, do not use the hands-free function;

1.5. If, due to technical difficulties, you are not able to reactivate your device's microphone, you must leave the call and re-connect.

2. Decorum

- 2.1. The calling of roll using Teams is conducted in the same way as if you were in the courtroom;
- 2.2. Wait until the special clerk calls your case or your name before speaking;
- 2.3. To avoid disrupting communication, you must be in a private, quiet space that is not likely to create noise;
- 2.4. You must remain attentive so you will be ready to speak when your case is called.

3. Place on the roll

- 3.1. Cases are called one after another, in accordance with their order on the roll;
- 3.2. You must ensure that your proceeding appears on the roll by 12:30 p.m. the day before the calling of the roll.
- 3.3. To find out where your case is placed on the roll, consult: <https://coursuperieureduquebec.ca/en/roles-de-la-cour/audiences-virtuelles>.
Note that the rolls on this site are not always up-to-date and that the position of your case on the roll may change;
- 3.4. Before speaking, the attorney or unrepresented party must identify himself or herself.

4. Instructions for the parties

- 4.1. The parties must have discussed the issues involved in the application before the calling of the roll using Teams;
- 4.2. You must have agreed in advance on the information to be given to the special clerk during the virtual calling of the roll. The purpose of the calling of the roll is not to negotiate or discuss;
- 4.3. If the parties wish to avoid participating in the calling of the roll using Teams for the postponement of a case, they must send an email to (courpratique-remise@justice.gouv.qc.ca) for that purpose by 4:00 p.m. the day before the date of presentation;
It is the parties' responsibility to ensure that the postponement date is a working day;
- 4.4. During the calling of the roll, you must be able to provide succinct instructions for the next steps in your case;
- 4.5. If you are not ready to provide your instructions when your case is called, the case will be placed at the end of the roll;
- 4.6. If you are late joining the calling of the roll, please wait until the end of the calling of the roll to check the status of your case;
- 4.7. Once all the cases have been called, the special clerk will call the roll a second time for the cases that were not dealt with:
 - 4.7.1. if no one comes forward on behalf of a case, it will be postponed without a set date (*sine die*);
 - 4.7.2. if the parties do not agree on the instructions, they must make their submissions before the judge; however, it is not possible to predict the time at which they will be heard;
 - 4.7.2.1 the special clerk will refer the case to a judge;
 - 4.7.2.2 when your case is about to be called by the judge, you will receive an email from the court clerk to join the virtual hearing using a permanent Teams connection link.

5. Application to proceed by default

- 5.1. If a party or an attorney fails to participate in the calling of the roll, judgment may be rendered by default without further notice or delay;
- 5.2. If the party who initiated the application wishes to proceed the same day, the special clerk will refer the case to a judge;

5.3. When the case is about to be called by the judge, the party or attorney will be informed by the court clerk to join the virtual hearing;

6. Notice of presentation

6.1. When you file a new notice of presentation for an application that was already filed in the court record, you must identify the application in question in the subject line of the new notice.

7. Additions to the roll

7.1. All requests to be added to the roll must be presented between the first and the second calling of the roll and will be authorized at the discretion of the special clerk.

SCHEDULE H - Instructions in family matters

INSTRUCTIONS

Virtual calling of the roll in Courtroom 2.17 using Teams

The purpose of these instructions is to facilitate the participation of attorneys and unrepresented parties in the calling of the roll in the practice division using Teams.

1. Instructions concerning the conduct of the calling of the roll

- 1.1. The calling of the roll starts at 9:00 a.m., but you must connect at least five minutes before the start of the calling of the roll (8:55 a.m.);
- 1.2. The calling of the roll takes place on the “Microsoft Teams” platform; You have the option of:
Downloading and installing the Teams application
You will then have access to all the features available on the platform; or
Accessing the virtual courtroom directly on the web, without downloading or installing the Teams application;
However, you will not have access to all of the features of the platform. For example, you will see only one participant at a time on your screen;
Please note: You must use one of the following browsers: Chrome or Microsoft Edge Chromium. You must not use Explorer or Firefox.

- 1.3. The contact information to join the virtual calling of the roll of Courtroom 2.17 is as follows:

a) **using TEAMS**: click on the permanent connection link for Courtroom 2.17 available [here](#);

You will then have to enter your name and click “Join Now”. To facilitate the process and the identification of participants, we ask that you enter your name in the following manner:

Attorneys: Mtre Name, Surname (name of party represented);

Parties not represented by an attorney: Name, Surname (specify: Plaintiff, Defendant, or other);

b) by telephone:


Canada, Québec (Charges will apply): +1 581-319-2194

Canada (Toll free: (833) 450-1741

Conference ID: 881 453 222#;

c) by videoconference: teams@teams.justice.gouv.gc.ca

VTC conference ID: 1160784303.

- 1.4. Once in the Courtroom, if you have used:
 - 1.4.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that will appear on the screen;
 - 1.4.2. a telephone, you must disable your telephone’s microphone by putting it on mute (not on standby) until your case is called. In addition, to avoid ambient noise, do not use the hands-free function;
- 1.5. If, due to technical difficulties, you are not able to reactivate your device’s microphone, you must leave the call and re-connect.

2. Decorum

- 2.1. The calling of roll using Teams is conducted in the same way as if you were in the courtroom;
- 2.2. Wait until the special clerk calls your case or your name before speaking;
- 2.3. To avoid disrupting communication, you must be in a private, quiet space that is not likely to create noise;
- 2.4. You must remain attentive so you will be ready to speak when your case is called.

3. Place on the roll

- 3.1. Cases are called one after another, in accordance with their order on the roll;
- 3.2. You must ensure that your proceeding appears on the roll by 12:30 p.m. the day before the calling of the roll.

- 3.3. To find out where your case is placed on the roll, consult:
<https://coursuperieureduquebec.ca/en/roles-de-la-cour/audiences-virtuelles>.

Note that the rolls on this site are not always up-to-date and that the position of your case on the roll may change;

- 3.4. Before speaking, attorneys must identify themselves by their name and surname; unrepresented parties must identify themselves by their surname only.

4. Instructions for the parties

- 4.1. The parties must have discussed the issues involved in the application before the calling of the roll using Teams;
- 4.2. You must have agreed in advance on the information to be given to the special clerk during the virtual calling of the roll. The purpose of the calling of the roll is not to negotiate or discuss;
- 4.3. If the parties wish to avoid participating in the calling of the roll using Teams for the postponement of a case, they must send an email to (**courpratique-remise@justice.gouv.qc.ca**) for that purpose by 4:00 p.m. the day before the date of presentation;
It is the parties' responsibility to ensure that the postponement date is a working day;
- 4.4. During the calling of the roll, you must be able to provide succinct instructions for the next steps in your case;
- 4.5. If you are not ready to provide your instructions when your case is called, the case will be placed at the end of the roll;
- 4.6. If you are late joining the calling of the roll, please wait until the end of the calling of the roll to check the status of your case;
- 4.7. Once all the cases have been called, the special clerk will call the roll a second time for the cases that were not dealt with:
- 4.7.1. if no one comes forward on behalf of a case, it will be postponed without a set date (*sine die*);
- 4.7.2. if the parties do not agree on the instructions, they may make their submissions before the judge; however, it is not possible to predict the time at which they will be heard;
- 4.7.2.1. the special clerk will refer the case to a judge;
- 4.7.2.2. when your case is about to be called by the judge, you will receive an email from the court clerk to join the virtual hearing using a permanent Teams connection link.

5. *In camera* hearings and confidentiality

- 5.1. To comply with the *in camera* rule and to protect the confidentiality of the information contained in the records in family matters, the cases on the roll are called by the parties' surname only;
- 5.2. You may not disclose confidential information concerning the parties during the calling of the roll.
- 5.3. When the case is about to be called by the judge, the party or attorney will be informed by the court clerk to join the virtual hearing;

6. Application to proceed by default

- 6.1. If a party or an attorney fails to participate in the calling of the roll, judgment may be rendered by default without further notice or delay;

- 6.2. If the party who initiated the application wishes to proceed the same day, the special clerk will refer the case to a judge;
- 6.3. When the case is about to be called by the judge, the party or attorney will receive an email from the court clerk to join the virtual hearing;

7. Notice of presentation

- 7.1. When you file a new notice of presentation for an application that was already filed in the court record, you must identify the application in question in the subject line of the new notice.

8. Additions to the roll

- 8.1. All requests to be added to the roll must be presented between the first and the second calling of the roll and will be authorized at the discretion of the special clerk.

SCHEDULE I - Notice of presentation in civil matters

CANADA

PROVINCE DE QUÉBEC
DISTRICT DE MONTRÉAL

COUR SUPÉRIEURE
(Chambre civile)

N° : 500-_____

_____ Partie demanderesse
c.

_____ Partie défenderesse

AVIS DE PRÉSENTATION CIVILE (SALLE 2.16)

1. PRÉSENTATION DE LA DEMANDE

PRENEZ AVIS que la demande _____ sera présentée en division de pratique de la Chambre civile de la Cour supérieure, en salle 2.16 du palais de justice de Montréal, situé au 1 Rue Notre-Dame Est, Montréal, le _____ 20____, à 9 h 00, ou aussitôt que le conseil pourra être entendu.

2. COMMENT JOINDRE L'APPEL DU RÔLE DE PRATIQUE VIRTUEL

Les coordonnées pour vous joindre à l'appel du rôle virtuel de la salle 2.16 sont les suivantes :

a) **par l'outil Teams** : en cliquant sur le lien correspondant à la salle 2.16 disponible [ici](#)¹.

Vous devrez alors inscrire votre nom et cliquez sur « Rejoindre maintenant ». Afin de faciliter le déroulement et l'identification des participants, nous vous invitons à inscrire votre nom de la façon suivante :

Les avocats : Me Prénom, Nom (le nom de la partie représentée)

Les parties non représentées par avocat : Prénom, Nom (précisez : demandeur(esse), défendeur(esse) ou autre)

Pour les personnes qui assistent à une audience publique : se limiter à inscrire la mention « public »

b) par téléphone :

Canada (Numéro gratuit) : (833) 450-1741

Canada, Québec (Numéro payant) : +1 581-319-2194

ID de conférence : 470 980 973#

c) par vidéoconférence : teams@teams.justice.gouv.qc.ca

ID de la conférence VTC : 1197347661

d) en personne, si et seulement si vous n'avez pas accès aux autres moyens précités.

3. DÉFAUT DE PARTICIPER À L'APPEL DU RÔLE DE PRATIQUE

¹ Les Liens TEAMS pour rejoindre les salles du Palais de justice de Montréal en matière commerciale, civile et familiale sont publiés sous la rubrique *Audiences virtuelles* disponible sur le site Internet de la Cour supérieure à l'adresse suivante : <https://coursuperieureduquebec.ca/en/roles-de-la-cour/audiences-virtuelles>.

PRENEZ AVIS qu'à défaut par vous de participer à l'appel du rôle, un jugement par défaut pourrait être rendu contre vous, sans autre avis ni délai.

4. OBLIGATIONS

4.1 La collaboration

PRENEZ AVIS que vous avez l'obligation de coopérer avec l'autre partie, notamment en vous informant mutuellement, en tout temps, des faits et des éléments susceptibles de favoriser un débat loyal et en vous assurant de préserver les éléments de preuve pertinents (*Code de procédure civile*, art. 20).

4.2 Mode de prévention et de règlement des différends

PRENEZ AVIS que vous devez, avant de vous adresser au Tribunal, considérer le recours aux modes privés de prévention et de règlement de votre différend qui sont la négociation entre les parties de même que la médiation ou l'arbitrage, pour lesquels les parties font appel à l'assistance d'un tiers (*Code de procédure civile*, art. 1 et 2).

VEUILLEZ AGIR EN CONSÉQUENCE.

Montréal, ce _____ 20_____.

Me
Avocats de la partie
Courriel :
Tél. :

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF MONTRÉAL

SUPERIOR COURT
(Civil Division)

N° : 500-_____

Plaintiff

v.

Defendant

NOTICE OF PRESENTATION
CIVIL PRACTICE
(ROOM 2.16)

1. PRESENTATION OF THE APPLICATION

TAKE NOTICE that _____ shall be presented in the Civil Practice Division of the Superior Court, in room 2.16 of the Montréal Courthouse situated at 1, Notre-Dame Street East, Montréal, the _____ 20__, at 9:00 a.m., or as soon as counsel may be heard.

2. HOW TO JOIN THE VIRTUAL CALLING OF THE ROLL IN PRACTICE DIVISION

The coordinates to join the calling of the roll in room 2.16 are as follows:

a) **Using Teams:** to open the permanent link established for room 2.16, click here;¹

You must then fill in your name and click "Join Now". In order to facilitate the process and the identification of the parties, we invite you to fill in your name in the following manner:

Attorneys: Mtre. Name, Surname (name of the party being represented)

Parties not represented by an attorney: Name, Surname (specify: Plaintiff, Defendant or other)

For persons attending a public hearing: you can simply indicate "public".

b) By telephone:

Canada (Toll free number): (833) 450-1741

Canada, Québec (Charges will apply): +1 581-319-2194

Conference ID: 470 980 973#

c) By videoconference: teams@teams.justice.gouv.qc.ca

VTC Conference ID: 1197347661

d) **In person**, if and only if the above-mentioned means are not available.

¹ The permanent links for the Montreal courthouse rooms can also be found in the document entitled *Liens TEAMS pour rejoindre les salles du Palais de justice de Montréal en matière commerciale, civile et familiale* under the heading *Audiences virtuelles* found on the Superior Court of Québec website at : <https://coursuperieureduquebec.ca/en/roles-de-la-cour/audiences-virtuelles>.

3. FAILURE TO ATTEND THE calling of the roll in practice division

TAKE NOTICE that should you fail to attend the calling of the roll, a judgment by default could be rendered against you, without further notice or delay.

4. OBLIGATIONS

4.1 Duty of cooperation

TAKE NOTICE that you are duty-bound to co-operate and, in particular, to keep one another informed at all times of the facts and particulars conducive to a fair debate and to make sure that relevant evidence is preserved. (*Code of Civil Procedure*, art. 20).

4.2 Dispute prevention and resolution processes

TAKE NOTICE that before referring your dispute to the courts, you must consider private dispute prevention and resolution processes which are negotiation between the parties, and mediation and arbitration, in which the parties call on a third person to assist them (*Code of Civil Procedure*, art. 1 and 2).

PLEASE GOVERN YOURSELF ACCORDINGLY.

Montréal, this _____20_____.

Mtre.
Attorney for
Email:
Tel.:

**SCHEDULE J - Notice of presentation in family
matters**

C A N A D A

PROVINCE DE QUÉBEC
DISTRICT DE MONTRÉAL

C O U R S U P É R I E U R E
(Chambre de la famille)

N° : 500-_____

_____ demandeur (esse)

c.

_____ défendeur (esse)

**AVIS DE PRÉSENTATION
FAMILIALE (SALLE 2.17)**

1. PRÉSENTATION DE LA DEMANDE

PRENEZ AVIS que la demande _____ sera présentée en division de pratique de la Chambre de la famille de la Cour supérieure, le _____ 20____, à 9h00, en salle 2.17 du palais de justice de Montréal situé au 1 rue Notre-Dame Est à Montréal ou aussitôt que le conseil pourra être entendu.

2. COMMENT JOINDRE L'APPEL DU RÔLE DE PRATIQUE VIRTUEL

Les coordonnées pour vous joindre à l'appel du rôle virtuel de la salle 2.17 sont les suivantes :

a) **par l'outil Teams** : en cliquant sur le lien correspondant à la salle 2.17 disponible [ici](#)¹.

Vous devrez alors inscrire votre nom et cliquez sur « Rejoindre maintenant ». Afin de faciliter le déroulement et l'identification des participants, nous vous invitons à inscrire votre nom de la façon suivante :

Les avocats : Me Prénom, Nom (le nom de la partie représentée)

Les parties non représentées par avocat : Nom seulement (précisez : demandeur(esse), défendeur(esse) ou autre)

b) par téléphone :

Canada (Numéro gratuit) : (833) 450-1741

Canada, Québec (Numéro payant) : +1 581-319-2194

ID de conférence : 881 453 222#

c) par vidéoconférence : teams@teams.justice.gouv.qc.ca

ID de la conférence VTC : 1160784303

d) **en personne**, si et seulement si vous n'avez pas accès aux autres moyens précités.

¹ Les Liens TEAMS pour rejoindre les salles du Palais de justice de Montréal en matière commerciale, civile et familiale sont publiés sous la rubrique *Audiences virtuelles* disponible sur le site Internet de la Cour supérieure à l'adresse suivante : <https://coursuperieureduquebec.ca/en/roles-de-la-cour/audiences-virtuelles>.

3. DÉFAUT DE PARTICIPER À L'APPEL DU RÔLE DE PRATIQUE

PRENEZ AVIS qu'à défaut par vous de participer à l'appel du rôle, un jugement par défaut pourrait être rendu contre vous, sans autre avis ni délai.

4. OBLIGATIONS

4.1 La collaboration

PRENEZ AVIS que vous avez l'obligation de coopérer avec l'autre partie, notamment en vous informant mutuellement, en tout temps, des faits et des éléments susceptibles de favoriser un débat loyal et proportionnel aux enjeux, en vous assurant de préserver les éléments de preuve pertinents (*Code de procédure civile*, art. 20).

4.2 Mode de prévention et de règlement des différends

PRENEZ AVIS que vous devez, avant de vous adresser au Tribunal, considérer le recours aux modes privés de prévention et de règlement de votre différend qui sont la négociation entre les parties de même que la médiation pour laquelle les parties font appel à l'assistance d'un tiers (*Code de procédure civile*, art. 2).

VEUILLEZ AGIR EN CONSÉQUENCE.

Montréal, ce _____ 20_____.

Me

Avocats de la partie

Courriel :

Tél :

N° : 500-_____

Plaintiff

c.

Defendant

NOTICE OF PRESENTATION
FAMILY PRACTICE
(ROOM 2.17)

1. PRESENTATION OF THE APPLICATION

TAKE NOTICE that _____ shall be presented in the Family Practice Division of the Superior Court, in room 2.17 of the Montréal Courthouse situated at 1, Notre-Dame Street East, Montréal, the _____ 20__, at 9:00 a.m., or as soon as counsel may be heard.

2. HOW TO JOIN THE VIRTUAL CALLING OF THE ROLL IN PRACTICE DIVISION

The coordinates to join the calling of the roll in room 2.17 are as follows:

a) **Using Teams:** to open the permanent link established for room 2.17, click [here](#);¹

You must then fill in your name and click "Join Now". In order to facilitate the process and the identification of the parties, we invite you to fill in your name in the following manner:

Attorneys: Mtre. Name, Surname (name of the party being represented)

Parties not represented by an attorney: Surname only (specify: Plaintiff, Defendant or other)

b) By telephone:

Canada (Toll Free): (833) 450-1741

Canada, Québec (Charges will apply): +1 581-319-2194

Conference ID: 881 453 222#

c) By videoconference: teams@teams.justice.gouv.qc.ca

VTC Conference ID: 1160784303

d) **In person**, if and only if the above-mentioned means are not available.

¹ The permanent links for the Montreal courthouse rooms can also be found in the document entitled *Liens TEAMS pour rejoindre les salles du Palais de justice de Montréal en matière commerciale, civile et familiale* under the heading *Audiences virtuelles* found on the Superior Court of Québec website at : <https://coursuperieureduquebec.ca/en/roles-de-la-cour/audiences-virtuelles>.

3. FAILURE TO ATTEND THE CALLING OF THE ROLL IN PRACTICE DIVISION

TAKE NOTICE that should you fail to attend the calling of the roll, a judgment by default could be rendered against you, without further notice or delay.

4. OBLIGATIONS

4.1 Duty of cooperation

TAKE NOTICE that you are duty-bound to co-operate and, in particular, to keep one another informed at all times of the facts and particulars conducive to a fair debate and to make sure that relevant evidence is preserved. (*Code of Civil Procedure*, art. 20).

4.2 Dispute prevention and resolution processes

TAKE NOTICE that before referring your dispute to the courts, you must consider private dispute prevention and resolution processes which are negotiation between the parties, and mediation, in which the parties call on a third person to assist them (*Code of Civil Procedure*, art. 2).

PLEASE GOVERN YOURSELF ACCORDINGLY.

Montréal, this _____ 20 _____.

Mtre.
Attorney for
Email:
Tel: