



SUPERIOR COURT OF QUÉBEC

SUPERIOR COURT DIRECTIVES FOR THE DISTRICT OF GATINEAU IN EFFECT AS OF MAY 1, 2021 UPDATED TO MAY 10, 2021

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GENERAL DIRECTIVES

Purpose and scope

1. These directives were adopted pursuant to article 63 of the *Code of Civil Procedure* (C.C.P). They are complementary to the *Regulation of the Superior Court of Québec in civil matters* which you can download by clicking on the hyperlink and the *Regulation of the Superior Court of Québec in family matters* which you can download by clicking on the hyperlink.
2. They apply to all civil, family, and commercial law cases, including bankruptcy and insolvency in accordance with the guiding principles as set out in the *Code of Civil Procedure*.

Case protocol

3. Subject to special rules provided for certain cases (paragraph 2 of article 141 C.C.P.), the parties must establish a case protocol which will govern the proceeding of any originating application in a contentious matter.
4. The parties must use the Case protocol in civil matters form and the Case protocol in family matters form for the Montreal division, which are appended to these directives (Schedule 1 which you can download by clicking [here](#) and Schedule 2 which you can download by clicking [here](#).
 - a) In the first protocol, the first page of the form must be completed. The information entered there is used to identify cases that could be subject to case management, based on the triage indicators listed below;
 - b) The case protocol must be notified to the parties prior to being filed with the court office unless the parties have signed it (article 149 C.C.P.);
 - c) The principal application and the recourse in warranty are joined in a single proceeding and are subject to the same case protocol (article 190 C.C.P.).
5. The court clerk must refuse the filing of a case protocol or a proposed case protocol that is not in keeping with the forms provided.
6. A party that does not file a proposed case protocol may be barred from filing preliminary exceptions or from proceeding with examinations or filing expert reports. Furthermore, a judgment by default may be rendered against a defendant who does not file a proposed case protocol if he or she has not filed his or her brief of grounds of contestation and his or her defence within the time limit provided for in the plaintiff's draft protocol.
7. The parties must complete **all of** the protocol or proposed protocol boxes

where applicable. The defendant must state his or her grounds of defence in the box provided for this purpose or append them to the protocol (section 20 of the *Regulation of the Superior Court of Québec in civil matters*). Failure to do so could result in the plaintiff proceeding by default.

8. When preparing the protocol, the parties are encouraged to discuss the usefulness of having joint expert evidence.
9. The statement of the grounds of defence in the protocol must, on penalty of sanction, comply with the requirements of paragraph 1 of article 99 C.C.P.
10. If one party fails to cooperate in establishing a case protocol, the other party files a proposed protocol within the time limit for filing. At the expiration of 10 days following its filing, the proposal stands in lieu of the protocol, unless the defaulting party has stated his or her points on which the parties differ (article 152 C.C.P.).
11. If each party submits a proposed protocol, the court may establish the protocol on its own initiative or convene the parties to a management conference (article 152 C.C.P.). In such a case, the parties must file a list in writing stating the points on which they differ. If one party fails to cooperate to establish the protocol, he or she may be subject to a sanction pursuant to article 342 C.C.P.
12. Triage indicators have been established under article 150 of the *Code of Civil Procedure* to determine which cases should be evaluated by the court for case management purposes. These indicators are applied in two stages:
 - a) A computerized triage is done when the first case protocol is filed or when the first proposed protocol is submitted. The indicators used for this triage are:
 - 1) All cases in the 05, 11, 14, 17 jurisdictions bearing descriptive codes:
 - 36 - bodily injury
 - 89 - latent defects
 - 52 - wills – successions
 - C2 - dismissal
 - D1 - defamation
 - I2 - co-ownership litigation
 - 11 - boundary determination
 - RO - oppression remedies
 - TV - issues between neighbours or neighbouring properties;
 - A1 - disability insurance
 - 2) All matters in the 04, 05, 11, 12, 14, 17 jurisdictions:

- Where two or more parties are not represented by counsel
 - involving more than eight parties
- b) A manual triage is carried out by the court office when the first case protocol is filed for all cases in the 04, 05, 11, 12, 14 and 17 jurisdictions that contain one of the following elements:
- application for a stay of proceeding
 - application to extend the time limit
 - more than six expert reports
 - application to authorize a written defence
 - more than six pre-trial examinations
 - examinations: duration not in keeping with article 229 C.C.P.
 - lack of signature or notification to client.
13. A party may not file a written defence unless so authorized by the court. To do so, the defendant must state in the protocol the grounds justifying the filing of a written defence. Article 171 C.C.P. states that the court may authorize the filing of a written defence only if the case presents a high level of complexity or if special circumstances warrant it.
14. The written defence must respect the requirements of articles 99 and 102 C.C.P.
15. The mere fact that the defendant announces the filing of a cross-application in the protocol does not alone justify the filing of a written defence.
16. The parties cannot extend the time limit to set the case down for trial and judgment merely by consent. When the parties jointly seek an extension of the time limit, they must state the grounds for their application and the proposed new expiration date, having assessed it in light of the computation of the time limits under article 173 C.C.P.
17. A judge examining a protocol may, without a hearing, rule on the following joint applications:
- a) to extend the time limit to set the case down for trial and judgment (articles 173 and 174 C.C.P.);
 - b) to stay the proceeding to negotiate a settlement (article 156 C.C.P.);
 - c) to be authorized to file a written defence (article 171 C.C.P.).
18. Cross-applications are made in writing but defended orally, unless the court authorizes that it be defended in writing (article 172 C.C.P.).
19. Pre-trial examinations may be conducted only if they were provided for in the

case protocol (article 221 C.C.P.). In the protocol, the parties must specify the specific date, time, and place of each pre-trial examination. The parties can not merely indicate a cut-off date to hold pre-trial examinations unless the dates are unforeseeable.

Case management conference

20. At any time during the proceedings, the parties may be convened at the court's initiative to take part in a case management conference.
21. Counsel for a party who is taking part in a case management conference must have actual knowledge of the case and be in a position to make admissions, give undertakings, and make any other decision relating to the conduct of the proceedings. Parties in default may be subject to a sanction pursuant to article 342 C.C.P.
22. If the defendant fails to attend the case management conference, the case may be set down for trial and judgment on an order of the court (article 175 C.C.P.).
23. The court will determine, even on its own initiative, which case management measures are appropriate according to the circumstances of the case (article 158 C.C.P.) and the guiding principles of procedure (articles 17 *et seq.* C.C.P.)
24. The parties may also seek the court's intervention by way of a notice of case management (article 158 C.C.P.).

Request for special case management

25. A request for special case management (article 157 C.C.P.) must be made by an application and not by way of a notice of case management. The party requesting special case management must allege the grounds relating to the nature, character, or complexity of the case that justify special case management, as well as the conclusions sought.
26. If the judge finds, based on the record, and in light of the likely conduct of the case, that it might warrant special case management in accordance with the guiding principles of the *Code of Civil Procedure*, he or she sends the case to the coordinating judge. Otherwise, the application will be dismissed.

Application for provision of care

27. An application to obtain authorization from the court for the provision of care to a minor or a person of full age incapable of giving consent cannot be presented before the court less than five days after the application has been notified to the interested persons (article 395 C.C.P.).
28. Such application must be presented on the date the plaintiff will have

obtained from the coordinating judge.

Application for judicial review

29. An application for judicial review may be presented *pro forma* on a civil practice session date, respecting the 15-day period after service set out in article 530 C.C.P.
30. The parties must agree on a time limit for the filing of each party's brief. The time limits to file the briefs is set by the parties or, failing agreement, by the court.
31. Each party files a brief of no more than 10 pages, which must include:
 - a) a summary of the judgment to be reviewed or quashed;
 - b) the issues in dispute;
 - c) the applicable standard of review;
 - d) the reasons the impugned judgment should be reviewed, quashed, or upheld;
 - e) a list of the relevant authorities.
32. A hearing date is fixed by the coordinating judge once all the briefs are filed.

Applications in the course of a proceeding

33. Applications in the course of a proceeding must be presented during a civil or a family practice session according to the specific directives for civil or family matters set out in the following sections of these directives.

Consolidation of proceedings

34. Even when consolidated under article 210 of the *Code of Civil Procedure*, each of the proceedings thus joined remains separate.
35. The parties must file a copy of the pleadings in each of the consolidated proceedings with the court office.
36. Should the parties fail to do so, the court office will register in the court's record only the first heading appearing in the pleading, which will then be filed in that case alone. The court will consider only the proceeding in which the pleading has been filed.
37. When required, the parties must pay the filing fees in each case (i.e., the stamp for requests to set down due for each of the consolidated proceedings).

38. If a request for setting down is filed in only one case, the sanction under article 177 C.C.P. (presumption of discontinuance) applies to the other consolidated proceedings.

Contempt of court

39. Any pleading seeking a citation for contempt of court must be accompanied by a draft order consistent with the draft appended to these directives (Schedule 3 which you can download by clicking [here](#)).
40. The draft order must set out in detail the alleged offences and the facts that support the application and specify whether the person concerned is subject to one or more sanctions.

Request for setting down for trial and judgment – files with case protocols

41. In contentious cases governed by a case protocol (paragraph 1 of article 141 C.C.P.), the plaintiff is required under article 173 C.C.P. to file the request for setting down for trial and judgment within six months in civil matters and within one year in family matters, after:
- the date on which the case protocol is presumed to be accepted (article 150 C.C.P.); or
 - the date of the case management conference following the filing of the case protocol;
 - the date on which the case protocol is established by the court; or
 - the service of the originating application if the parties or the plaintiff have not filed a case protocol or a proposed case protocol within the prescribed time limit for doing so.
42. A request for setting down for trial and judgment (article 174 C.C.P.) is made by filing the form for the Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Civil Matters and the Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Family Matters, which are appended to these directives (Schedule 4 which you can download by clicking [here](#) and Schedule 5 which you can download by clicking [here](#)). The filing must be accompanied by payment of the related filing fees.
43. Before preparing the request for setting down for trial and judgment by way of a joint declaration, the parties must discuss the relevance of planning a meeting between their respective experts to identify the points where they agree and where they differ, with a view to reducing the duration of the hearing and clarifying the specific elements to be decided by the court.
44. Failure to complete the request for setting down: A party that fails to complete the request for setting down within the time limit is presumed to

have discontinued the application (article 177 C.C.P.); the party may also be subject to a sanction under article 342 C.C.P.

45. Setting a case down for judgment for failure to answer the summons (article 175 C.C.P.): The case is dealt with when the plaintiff files a request for setting down for judgment by default for failure to answer the summons, along with the exhibits and the plaintiff's own affidavit.
46. Setting a case down for judgment for failure to file a defence (articles 175 and 180 C.C.P.): The case is dealt with when the plaintiff files a request for setting down for judgment by default for failure to file a defence, along with a notice of presentation at a civil or family practice session, given at least five days in advance, along with the plaintiff's exhibits and detailed affidavits.
47. Setting down for judgment after failure to attend the case management conference (articles 175 and 180 C.C.P.): The case is set down for judgment by the court. The plaintiff files the request for setting down for judgment for failure to attend the case management conference, along with a notice of presentation at a civil or family practice session, given at least five days in advance, along with the plaintiff's exhibits and detailed affidavits.

Extension of the time limit for filing the request for setting down

48. Any application to extend the time limit for filing the request to set the case down for trial and judgment must be made by way of an application, not by a notice of case management, to be presented during a civil or family practice session. This application must be supported by one or more affidavits, depending on the circumstances justifying the extension (article 173 C.C.P.).
49. An application to extend the time limit by consent, containing supporting grounds, made on the form provided for this purpose (Schedule 6 which you can download by clicking [here](#)) need not be presented during a practice session but may simply be filed at the court office, along with the amended case protocol. The application will be dealt with by a special clerk or a judge. However, if the delay has already been extended twice, a request for extension, even by consent, must be presented during a practice session.

Attestation that a record is complete (ARC)

50. Once the request for setting down for trial and judgment has been filed with the court office, the clerk verifies whether the record is complete and ready for trial and, if appropriate, signs an attestation that the record is complete (ARC) specifying the estimated duration of the trial on the merits, and so informs the parties (section 21 of the *Regulation of the Superior Court in civil matters*).
51. An attestation that a record is complete concerning consolidated cases will be issued only when all the consolidated cases are ready for trial. Where

applicable, the attestation that a record is complete will be filed in all the consolidated cases.

52. If cases are consolidated after a request for setting down for trial and judgment has been filed in one of the cases, a request for setting down must be filed in each of the other cases within the time limit set by the court.

Notice that a record is incomplete (NRI)

53. If the clerk ascertains that the record is incomplete after the request for setting down for trial and judgment has been filed in accordance with article 174 C.C.P., he or she sends a notice to the parties.
54. The parties then have 30 days to correct the situation, failing which they run the risk of having the record returned to the archives without further notice. In such a case, the parties must reactivate the file after remedying the default (section 21(b) of the *Regulation of the Superior Court in civil matters*).

Request for setting down for trial and judgment – files without case protocols

55. In cases that are not subject to a case protocol (e.g., paragraph 2 of article 141 C.C.P; article 154 C.C.P.; section 20(a) of the *Regulation of the Superior Court of Québec in civil matters*), the parties must file with the court office the form for the Joint Declaration to Fix a Hearing of More than Two Hours (Schedule 7 which you can download by clicking [here](#));
56. In family matters, the form for a Joint Declaration to Fix a Hearing of More than Two Hours (Schedule 8 which you can download by clicking [here](#)) must be sent to the master of the rolls (maitredesroles-cs-gatineau@justice.gouv.qc.ca); (see section 185 of the present directives which deals with the contested practice roll);

Fixing a case by preference

57. Any application to fix a case by preference must be presented to the coordinating judge and must state supporting grounds.

Fixing of cases without case protocols

58. Cases are fixed by the master of the rolls or by the coordinating judge once the form for the Joint declaration to Fix a Hearing of More than Two Hours has been filed.
59. Any request for a hearing of more than two days is referred to the calling of the provisional roll of cases on the merits.

Fixing on the merits of cases governed by case protocols - calling of the provisional roll

60. When the case is ready and the attestation that the record is complete has been issued, the master of the rolls prepares a list of the cases that may be called on the provisional roll.

The master of the rolls sends the parties the extract of the list relating to their case. The master of the rolls then convenes them by email or by mail to a calling of the provisional roll (section 22 of the *Regulation of the Superior Court of Québec in civil matters*), which begins at 9:00 a.m. on the date indicated.

61. The calling of the provisional roll takes place virtually in virtual courtroom #11 of the Gatineau courthouse.

The information to join the calling of the provisional roll in virtual courtroom #11 is as follows:

- a) Using Teams: click on the login link for Courtroom #11:¹

[Join the Microsoft Teams meeting - ROOM #11 - Gatineau](#)

- b) By telephone:

Canada Quebec (charges apply): 1 581-319-2194

Canada Quebec (toll-free): 833 450-1741

Meeting ID: 312 121 807#

- c) Using a videoconferencing device:

teams@teams.justice.gouv.qc.ca and

VTC Conference ID: 1155450622

62. Instructions relating to the calling of the provisional roll are appended to these directives (Schedule 10 which you can download by clicking [here](#)).
63. The calling of the provisional roll is presided over by the coordinating judge or by a judge designated by the coordinating judge.
64. Before parties appear for the provisional roll, they must verify their availabilities and, if necessary, that of their expert witnesses, so that the trial date may be fixed without delay.
65. Before the calling of the provisional roll, the parties or their counsel must cooperate to shorten the trial. They must, among other things, make any

¹The list of all Teams links associated with the courtrooms of the Gatineau courthouse is appended to these Directives (Schedule 9 which you can download by clicking [here](#)). It is also published on the website of the Barreau de l'Outaouais.

suitable admissions.

66. In the five days following the calling of the provisional roll, counsel and unrepresented parties must inform their witnesses (ordinary and expert) of the trial date that was fixed during the calling of the provisional roll;
67. When a case is settled after it has been entered on a provisional roll, the parties must notify the master of the rolls as soon as possible at the following address:

maitredesroles-cs-gatineau@justice.gouv.qc.ca

68. When all the parties wish to postpone a case entered on a provisional roll, they can avoid attending the provisional roll session by informing the master of the rolls by email no later than the day preceding the calling of the provisional roll.
69. The parties may postpone a case entered on the provisional roll three times. Any further postponement must be authorized by the coordinating judge. The request for postponement must then be communicated to the other parties and sent to the coordinating judge by email. It must state the file number, the names of the parties, the names of counsel, the grounds for the request for postponement, and whether the request is made by consent or whether it is contested.
70. Counsel taking part in the calling of the provisional roll must have actual knowledge of the case. He or she must be in a position to make admissions and make any other decision relating to the conduct of the proceedings. Failing this, parties in default may be subject to a sanction pursuant to article 342 C.C.P.
71. During the calling of the roll, the coordinating judge confirms that the case is ready for trial, that the request for setting down still reflects the reality of the case, and that the matter is still contested.
72. The coordinating judge summarily discusses the appropriate means to simplify the hearing with the parties or their counsel. The coordinating judge may take all measures to ensure the sound management of the case in light of the court's resources and in compliance with the guiding principles of the *Code of Civil Procedure*.
73. If the case is ready and the parties can confirm their availabilities and those of their ordinary and expert witnesses, the coordinating judge fixes a trial date. When the anticipated duration of the hearing is 20 days or more, the coordinating judge sends the case to be fixed to the associate chief justice, after the calling of the provisional roll.
74. If counsel and unrepresented parties fail to attend a calling of the provisional roll, the coordinating judge may take all measures deemed necessary to

ensure their participation. If counsel or unrepresented parties cannot be reached, the coordinating judge may strike the case from the provisional roll.

75. If, during the calling of the provisional roll, the parties or their counsel declare that the case is in the process of being settled, the coordinating judge may, at his or her discretion, strike the case or postpone it to a subsequent calling of the provisional roll.

Pre-trial conference

76. A request for a pre-trial conference in a case that is ready may be made only if the case appears on a provisional roll.
77. Pre-trial conferences may be fixed by the coordinating judge at his or her initiative or at the request of one of the parties.

Updating a case between the calling of the provisional roll and the trial

78. Any application in the course of a proceeding that does not affect the duration of the hearing may be presented during a practice session.
79. Any application likely to shorten or lengthen the duration of the hearing of a case that is already fixed must be sent to the coordinating judge. In such a case, the coordinating judge sends the parties the appropriate instructions to deal with the application.
80. Depending on the circumstances, the coordinating judge or the judge hearing the application may decide to cancel the hearing and require the parties to file a new request for setting down the case for trial and judgment by way of joint declaration.

Request for postponement

81. A request for postponement of a case fixed on the merits must be notified as soon as possible to the coordinating judge or the judge managing the week of the term during which the hearing is fixed.
82. A request for postponement of a case fixed in contested practice must be presented to the coordinating judge as soon as possible.

Filing of pleadings and exhibits

83. The text of pleadings and affidavits must be single-spaced and the font must be 12-point or equivalent.
84. Exhibits must be paginated and should preferably be bound. However, they should not be put in ring binders because this format prevents them from being placed in the filing system.
85. Under article 250 C.C.P., exhibits must be filed in the court office at least 15

days before the scheduled trial date or at least 3 days before that date if the trial is fixed in less than 15 days. The court may, however, require that exhibits and other evidence be delivered to it within the time it specifies.

86. However, exhibits invoked in support of an application in the course of a proceeding must be filed at the court office within the time limit set out in the specific directives for civil and family matters. Moreover, during the hearing of the application, the parties must have an electronic copy available for the court.
87. Pleadings and exhibits may be filed at the court office in person or by mail and, when permitted, through the Digital Court Office of Québec ("digital court office"), which was launched by the government of Quebec on June 15, 2020. In all cases, filing fees must be paid.
88. Certain pleadings can be filed through the digital court office, according to the list available on the Justice Quebec website, along with certain documents (forms, proof of notification, etc.), for civil, family, and commercial matters. You can reach the digital court office at the following email address: <https://gnjq.justice.gouv.qc.ca/en/Accueil>.
89. Please note, however, that the digital court office cannot be used to file evidence (affidavits, exhibits, or other documents), other than evidence filed in support of the following pleadings:
 - An injunction;
 - A seizure before judgment;
 - An application for a special method of notification;
 - A proceeding in a non-contentious proceeding: only applications to appoint a provisional administrator or to reassess protective supervision;
 - In family matters: only joint applications and agreements;
 - An acquiescence to a claim;
 - An application to change district;
 - An application to extend or suspend time limits;
 - An application for a joinder of proceedings;
 - An application to authorize care.
90. To obtain information about how the digital court office functions and the rules governing its use, counsel and unrepresented parties are invited to visit the Justice Quebec website by clicking the following link:

<https://onq.justice.gouv.qc.ca/en/Accueil>

91. Pleadings without filing fees that are filed through the digital court office are deemed to have been filed 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.

Pleadings with applicable filing fees are deemed to have been filed on the day of their receipt if the filing fees are paid within 2 working days following the reception of the payment notice. Otherwise, they are deemed to have been filed on the day of the payment of the filing fees.

92. Any pleading filed through the digital court office is printed and dated by court office personnel and is considered the official pleading in the record. Thus, when a pleading has been filed through the digital court office, counsel and unrepresented parties need not use other means of filing (e.g., mail or the boxes located at the courthouse).
93. Exhibits in support of pleadings that may be filed through the digital court office are also printed and filed in the record. Thus, when permitted exhibits are filed at the digital court office, counsel and unrepresented parties need not use other means of filing (e.g., mail or the boxes located at the courthouse).
94. Using the digital court office does not relieve a party from filing the original of an exhibit where the *Code of civil procedure* or the *Regulation of the Superior Court of Quebec in civil matters* or the *Regulation of the Superior Court in family matters* requires that the original of an exhibit be filed (e.g., marriage certificate, will, etc.). Moreover, it is not possible to file a sealed document through the digital court office. Therefore, if the documents contain elements generally held to be confidential, they must be filed in the court office by mail or in person.

Settlement conference

95. Parties who wish to take part in a settlement conference must cooperate to request its holding as quickly as possible after the beginning of the proceeding. A request for a settlement conference may be made only if all parties have a genuine desire to settle the case and are willing to make compromises to do so.
96. Any request for a settlement conference made more than 30 days after the date of the hearing on the merits has been fixed must be authorized by the coordinating judge; such authorization will be given only in special circumstances.
97. Parties who request that a settlement conference be held must fill out the form for a Joint Request of the Parties for a Settlement Conference (Schedule 11 which you can download by clicking [here](#)) and submit it to the

master of the rolls:

maitredesroles-cs-gatineau@justice.gouv.qc.ca

98. A settlement conference may be held virtually or semi-virtually via the Microsoft Teams platform. The coordinating judge or the judge assigned to preside over the settlement conference will determine with the parties the appropriate manner to hold the conference, according to the circumstances of each case.

Virtual and semi-virtual hearings (virtual courtrooms)

99. Virtual courtrooms have been created using the Microsoft Teams platform in association with each courtroom of the Gatineau courthouse. A dedicated virtual courtroom has also been created for the preliminary calling of the roll in family practice. A permanent Teams link is assigned for each courtroom.
100. The list of Teams links to the virtual courtrooms and the link for the calling of the preliminary roll in family practice is appended to these directives (in PDF and Word format (Schedule 9 which you can download by clicking [here](#))). This list is also published in PDF and Word format on the website of the Barreau de l'Outaouais.
101. Please note that in order to insert a Teams link in a Word document such as a notice of presentation or a notice to a witness, the link in question must be copy-pasted from the permanent Teams links list in the Word format.
102. It is not necessary to install the Teams application to join a virtual courtroom. It is possible to join a virtual courtroom by clicking on the Teams link associated with the relevant courtroom.
103. It is also possible to join a virtual courtroom by telephone. The telephone number and conference ID is listed under the Teams link for each virtual courtroom.
104. When a hearing takes place virtually or semi-virtually, a party who wants to call a witness must send that person a notice to a witness or a subpoena.

Two models of notices to witnesses are appended to these directives:

- (1) one model when the courtroom where the hearing will be held has already been identified by the time the notice is sent (Schedule 12 which you can download by clicking [here](#)); and
- (2) one model when the courtroom where the hearing will be held has not yet been identified by the time the notice is sent (Schedule 13 which you can download by clicking [here](#)). In such a case, the parties are informed no later than on the morning of the hearing of the courtroom number in which the hearing will be held. Then, the Teams link associated with the

hearing is forwarded to the witness.

An information document for the witnesses is also appended to these directives, in English and French (Schedule 14 which you can download by clicking [here](#)).

105. When the courtroom has already been identified, counsel or the party who is calling the witness must include the Teams link associated with the courtroom in the notice to the witness (by copy-pasting the appropriate link from the list of permanent Teams links for the Gatineau courthouse, Word version).
106. When a person testifies by videoconference, the party who called the witness must provide him or her in advance with the exhibits in respect of which his or her testimony is required or be able to quickly provide them electronically before his or her testimony.
107. A party or counsel who wishes to present exhibits or other documents to a witness during a cross-examination must be able to send them electronically before or during the cross-examination.
108. A party may also call a witness by subpoena, especially if the party expects that the witness will not take part in the hearing voluntarily. The model prepared by Justice Quebec (which you can download by clicking [here](#)) allows the party to specify whether the testimony will be delivered at the courthouse or technologically.

If the testimony is expected to be delivered virtually, the subpoena must state that the witness is required to contact counsel or the unrepresented party requesting the witness's testimony prior to the hearing to obtain the information required to connect to the virtual courtroom and, where relevant, to determine how the documents the witness is expected to have in hand may be sent to the parties and the court.

Cases set down on the merits

109. Cases set down for a hearing on the merits are actively managed by the case management judge for the cases fixed on the merits.
110. The case management judge discusses the conditions related to the holding of a hearing with counsel and unrepresented parties and issues the appropriate instructions according to the circumstances of each case. He or she then determines whether the case will be heard in person, virtually, or semi-virtually.
111. Before the first case management conference, the parties must send the case management judge a detailed joint trial plan that lays out: the issues still in dispute and the conclusions sought by each party; the admissions; the anticipated objections; the order of presentation of the evidence; the names

of the witnesses called to testify; the preferred manner of their testimony (in person or virtually); and the planned duration of their testimony (including cross-examination and re-examination). The trial plan must be prepared on the basis of the model appended to these directives (Schedule 15 which you can download by clicking [here](#)).

112. The parties must promptly inform the case management judge, or the coordinating judge if they have not yet had any communication with the case management judge, of any settlement reached. When an agreement must be homologated by the court, it is sent to the case management judge or, if that judge has not yet been identified, the coordinating judge.
113. Any request for postponement must be addressed to the case management judge or, if he or she has not yet been identified, to the coordinating judge, and must state the file number, the names of the parties, the grounds for the request for postponement, and the position of the opposing party.
114. For reasons of limited judicial resources and proportionality, the parties must cooperate to avoid calling a witness unnecessarily at the trial.
115. At trial, the parties must respect the hearing time stated in the request for setting down the trial or imposed by the court, on penalty of sanction (article 342 C.C.P.).
116. The court may refuse to hear a witness if the evidence is irrelevant (articles 18, 19, 20 and 280 C.C.P. and article 2857 C.C.Q.).
117. Witnesses are entitled to the protection of the court (article 278 C.C.P.).
118. When raising an objection to the evidence, the party must state the legal basis for the objection.
119. The court may on its own initiative shorten the trial (article 158 C.C.P.).
120. The court may exceptionally exempt a party from paying, in whole or in part, the costs prescribed for each day of the hearing on the merits due to his or her financial situation (article 339 C.C.P.).

DIRECTIVES SPECIFIC TO CIVIL MATTERS

Judge in chambers

121. A party who intends to submit an application which requires immediate intervention and does not require the presentation of evidence (article 69 C.C.P.) must first contact the coordinating judge to inform him or her of her intent, and to obtain the name of the judge in chambers.
122. Except in special circumstances (e.g., seizure before judgment), the party making the application must notify the opposing party that an application

requiring immediate intervention will be presented to the judge in chambers.

123. The party intending to present such an application must first pay the filing fees and have a file opened at the court office. The party must then communicate with the office of the judge in chambers or the coordinating judge to obtain instructions regarding the application process.

Civil practice sessions

124. During the regular judicial year (September to June), practice sessions are held every second Monday (or Tuesday if Monday is a holiday). A special schedule applies in July and August. The schedule of practice sessions is appended to these directives (Schedule 16 which you can download by clicking [here](#)).
125. Unless the coordinating judge decides otherwise, all practice sessions are held virtually.

Applications in the course of a proceeding

126. All applications in the course of a proceeding must be presented during a practice session.
127. Exhibits supporting an application must be grouped and each exhibit must have its own backing.
128. The parties may file a draft judgment in the court record.
129. The calling of the roll for each civil practice session is held at 9:00 a.m. in virtual courtroom #3 and is presided by a judge. Instructions relating to the calling of the provisional roll of a civil practice session are appended to these Directives (Schedule 17 which you can download by clicking [here](#)).
130. Except in an emergency, only applications in the course of a proceeding accompanied by proof of notification, as well as exhibits and other documents that the party intends to bring to the attention of the court (affidavits and others) that were filed in the record at least two working days prior to the practice session (**no later than 4:30 p.m. on the Wednesday preceding the practice session**) are entered on the roll. Any request to add an application on the roll is dealt with by the judge presiding over the calling of the roll. A party objecting to an application must file the exhibits and other evidence he or she intends to bring to the attention of the court no later than **noon on the working day preceding the practice session (12:00 p.m. Friday)**.
131. The notice of presentation of an application in the course of a proceeding must include the Teams link for courtroom #3 and must be prepared according to the model provided in Schedule 18 which you can download by clicking [here](#).

132. Parties who, by consent, wish to postpone an application entered on the roll of a practice session may avoid attending the calling of the roll by informing the court of the postponement no later than 12:00 p.m. on the working day prior to the session, at the following address:

rolecourdepratique.gatineau@justice.gouv.qc.ca

133. Unless authorized by the court, an application in the course of a proceeding that has been postponed three times is struck from the roll.
134. Cases are called one after another, in accordance with their number on the roll. Counsel and unrepresented parties may speak only when their case is called. Counsel who have more than one case on the practice roll must inform the judge presiding the calling of the roll as soon as the first case in which they are acting is called. If counsel for the party who filed the application in the course of a proceeding, or the unrepresented applicant, does not attend the calling of the roll, the case is struck from the roll.
135. During the calling of the roll, applications where the expected duration of the hearing is two hours or less (including the judge's reading time) that are ready are heard in a virtual courtroom designated by the judge presiding over the calling of the roll. Counsel who have more than one application on the roll must report to the case management room (virtual courtroom #3) after the hearing of each application in which he or she is acting.
136. If the parties do not agree on the duration of the hearing of an application in the course of a proceeding, the disagreement may be submitted to the court by way of a case management notice. The party who contends that the hearing will require more than two hours (including the judge's reading time) files a draft Joint Declaration to Fix a Hearing of More than Two Hours. If the judge presiding the session determines that the hearing will require more than two hours, the parties must complete the joint declaration and send it to the coordinating judge who will fix the date.
137. An application that cannot be heard because of the volume of cases on the roll is postponed to a subsequent practice session or to any other date determined by the coordinating judge. As needed, the judge presiding over the calling of the roll makes the appropriate orders to preserve the rights of the parties.
138. Cases that are not ready will be managed by the judge presiding over the calling of the roll.
139. During the calling of the roll, applications for which the expected duration of the hearing is two hours or more (including the judge's reading time) are managed by the judge presiding over the session. These files are set down for hearing by the coordinating judge after the parties have completed and filed the Joint Declaration to Fix a Hearing of More than Two Hours form that is appended to these Directives (Schedule 7 which you can download by

clicking [here](#)).

140. The hearing of an application to dismiss (article 51 C.C.P. or article 168 C.C.P.) may not last more than one day, unless the court authorizes a longer hearing.
141. Any application in the course of a proceeding seeking a ruling on objections must be accompanied by a document grouping the objections by subject and undertakings at issue and must indicate the time required to deal with them.
142. *An Act to improve justice accessibility and efficiency, in particular to address consequences of the COVID-19 pandemic* (Bill 75), which came into effect on December 11, 2020, allows the judge to decide the following applications on the face of the record (without a hearing):
 - An application to dismiss for abuse which lacks a reasonable chance of success or which is abusive (paragraph 2, article 52 C.C.P.);
 - An application to dismiss which lacks a reasonable chance of success (article 168 C.C.P.);
 - An application to rule on objections raised during a written or oral examination preliminary to the hearing (articles 223 and 228 C.C.P.);
 - An application respecting undertakings to disclose documents resulting from an examination (paragraph 4, article 221 C.C.P.);
143. An application in the course of a proceeding may be contested only orally, unless the court authorizes a written contestation, particularly when it is permitted to rule on the face of the record. During the hearing, any party may submit relevant evidence (article 101 C.C.P.) while respecting the guiding principles (article 17 *et seq.* C.C.P.).
144. When an application in the course of a proceeding is heard, counsel and unrepresented parties must have at their disposal electronic versions of the application, of the evidence filed in support of the application, and of their authorities so that they may send them quickly to the judge presiding the hearing, if needed.
145. A person must be served formal notice to find new counsel or to inform the parties of his or her intention to self-represent if his or her counsel has ceased representing him or her or if counsel's mandate was revoked. If the person fails to appoint new counsel, he or she is presumed to continue the proceeding as though not represented. The party will not be in default if he or she complies with the case protocol or the next steps that have been ordered (article 192 C.C.P.).

DIRECTIVES SPECIFIC TO FAMILY MATTERS

Judge in chambers

146. A party who intends to submit an application which requires immediate intervention and does not require the presentation of evidence (article 69 C.C.P.) must first contact the coordinating judge to inform him or her of her intent, and to obtain the name of the judge in chambers.
147. Except in special circumstances, the party making the application must notify the opposing party that an application requiring immediate intervention will be presented to the judge in chambers.
148. The party intending to present such an application must first pay the filing fees and have a file opened at the court office. The party must then communicate with the office of the judge in chambers or the coordinating judge to obtain instructions regarding the application process.

Family practice sessions

149. During the regular judicial year (September to June), family practice sessions are held every second Tuesday (or Wednesday if Monday is a holiday). A special schedule applies in July and August. The schedule of practice sessions is appended to these directives (Schedule 19 which you can download by clicking [here](#)). The preliminary calling of the roll takes place at 9:30 a.m. on the day preceding each practice session.
150. The hearing room for the preliminary calling of the roll opens at 8:30 a.m. for the following purposes:
 - Counsel who wish to add an application to the roll must make the request to the special clerk before the beginning of the preliminary calling of the roll;
 - Parties who wish to postpone an application entered on the roll must inform the special clerk before the beginning of the preliminary calling of the roll;
 - Unrepresented parties must register their attendance with the special clerk before the beginning of the preliminary calling of the roll. The special clerk gives them instructions to join the hearing room at the appropriate time when their file is called to the roll.
151. Unless the coordinating judge decides otherwise, all practice sessions are held virtually.

Applications for custody and support involving *de facto* spouses that are not accompanied by applications in the course of a proceeding

152. Originating applications whose conclusions pertain exclusively to a support obligation, child custody, or related measures are not subject to the

obligation to establish a case protocol.

They may be presented *pro forma* at a practice session and must be served at least than ten days before the date of presentation (article 411 C.C.P.). Parents may join this application with applications relating to patrimonial rights arising from their community of life (412 C.C.P.).

153. When presented, these applications are postponed *sine die* if they are not accompanied by an application in the course of a proceeding or any other notice of case management. They are the entered on the contested practice roll in compliance with the provisions set out below.

Applications in the course of a proceeding that do not require testimonial evidence and where the expected duration of the hearing (including the judge's reading time) is more than two hours

154. All applications in the course of a proceeding (case management notices, safeguard applications, and other applications not requiring testimonial evidence) must be presented at a family practice session.
155. However, applications by consent may simply be filed at the court office by mail or in person or through the digital court office, and they must be accompanied by the following forms:
- Agreement determining safeguard support (Schedule 20 which you can download by clicking [here](#))
 - Safeguard agreement suspending support (Schedule 21 which you can download by clicking [here](#))
 - Application to extend a safeguard order (Schedule 22 which you can download by clicking [here](#));
 - Application to appoint counsel for the child (Schedule 23 which you can download by clicking [here](#))
 - Application to homologate an agreement (Schedule 24 which you can download by clicking [here](#));
156. A psychosocial assessment cannot be obtained merely by consent of the parties. It must be authorized by the Court. When an order to conduct a psychosocial assessment is made, the parties must complete the Consent to Psychosocial Evaluation and the Consultation of Records form appended to these directives, which includes the contact list (Schedule 25 which you can download by clicking [here](#)). These forms must be submitted to the judge who made the order, not directly to the expert evaluation services at the Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO).
157. When a psychosocial assessment has been ordered, the parties must notify

the coordinating judge if an agreement is reached or if circumstances occur that make it unnecessary to prepare the assessment.

158. The use of the digital court office does not exempt the parties from filing the original exhibits when the *Code of Civil Procedure* or the *Regulation of the Superior Court in family matters* requires that the original exhibit be filed.
159. Except in an emergency, only applications in the course of a proceeding accompanied by proof of notification, as well as exhibits and other documents that the party intends to bring to the attention of the court (affidavits and others) that were filed in the record at least two working days prior to the practice session (**no later than 4:30 p.m. on the Thursday preceding the practice session**) are entered on the preliminary roll. Any request to be added to the roll is dealt with by the special clerk presiding over the preliminary calling of the roll.
160. Applications for a safeguard order pertaining to support obligations, child custody, or related provisional measures may not be presented less than 10 days after the originating application has been served, as required by article 411 C.C.P.
161. Under article 413 C.C.P., the party seeking support for himself or herself must file an income and expense statement and a balance sheet at the court office at least 10 days before the application is to be presented, as required by article 413. C.C.P. The defending party must file his or her own balance sheet at least five days before the application is to be presented, unless he or she admits having the resources to pay.
162. If the emergency alleged in support of an application for a safeguard order is contested, the case is kept on the roll to deal with that aspect only. If the emergency is recognized, the application is heard if the case is ready. If the case is not ready because one or more affidavits and/or exhibits are missing, the application is postponed to the next practice session and the judge who ruled on the emergency will, as needed, render the appropriate orders to preserve the rights of the parties.
163. The parties adduce their evidence by way of detailed affidavits in accordance with the *Regulation of the Superior Court of Québec in family matters*.
164. An applicant party must file an affidavit in support of an application for a safeguard order. The opposing party may file an affidavit in response, and the applicant party may file an affidavit in reply. The filing of any other affidavit must be authorized by the court.
165. The application for a safeguard order and the affidavit filed in response may contain a **maximum of 4 pages each**. An affidavit in reply may contain a **maximum of two pages**.
166. Exhibits must be grouped and each exhibit must have its own backing.

167. The parties may file a draft judgment in the court record.
168. Applications in the course of a proceeding in family matters are addressed in two steps - the preliminary calling of the roll and the practice session – as follows:
- The preliminary calling of the roll begins at 9:30 a.m. the day preceding the family practice session in the virtual courtroom created specifically for this purpose, the link for which can be found in the list of Teams links for the courthouse (Schedule 9 which you can download by clicking [here](#)). Participation in the preliminary calling of the roll is mandatory. To comply with *in camera* hearings in family matters, unrepresented parties must appear in the courtroom for the preliminary calling of the roll at 8:30 a.m. to register their attendance and receive instructions from the special clerk for their participation in the preliminary calling of the roll;
 - The practice session is held the following day and the session is managed by a judge sitting in virtual courtroom #3.
169. The notice of presentation of an application in the course of a proceeding must include the link to the courtroom for the preliminary calling of the roll and contain the following:
- The information required to comply with the 10-day time limit set out in articles 411 and 413 C.C.P.;
 - The date the application will be presented;
 - A note stating that the party contesting the application must communicate his or her position to the applicant and, where relevant, his or her affidavit in response (4 pages maximum) and the exhibits he or she intends to adduce in support, and file them at the court office no later than 4:30 p.m. on the Friday preceding the preliminary calling of the roll;
 - A note stating that the party contesting the application must participate in the preliminary calling of the roll of the practice session taking place on (date) at 9:30 a.m. in the virtual courtroom created specifically for this purpose. The notice must state that the unrepresented party must appear in the preliminary calling of the roll at 08h30 to register their presence with the special clerk;
 - The Teams link for the courtroom for the “preliminary calling of the family practice roll” must be copy-pasted in the notice of presentation (Word version). If not, the notice must state that the party may obtain the Teams link on the website of the Superior Court or of the Barreau de l’Outaouais.

A model notice of presentation is appended to these directives (Schedule 26 which you can download by clicking [here](#)).

Procedure for the preliminary calling of the roll

170. Counsel and unrepresented parties who have cases entered on the preliminary roll of a family practice session must attend the preliminary calling of the roll.
171. However, parties may, by consent, postpone an application entered on the roll of practice and avoid participating in the preliminary calling of the roll by informing the court of the postponement no later than 12:00 p.m. on the working day preceding the practice session at the following address:

rolecourdepratique.gatineau@justice.gouv.qc.ca
172. An application may not be postponed more than three times without authorization from the judge or special clerk. Failing authorization, any application postponed three times that has not been the subject of an application for postponement is struck from the roll.
173. Instructions relating to the preliminary calling of the provisional roll of a family practice session are appended to these Directives (Schedule 27).
174. Cases are called one after another, in accordance with their number on the roll. Counsel and unrepresented parties may speak only when their case is called. When counsel for the party who filed the application in the course of a proceeding or the unrepresented applicant does not attend the preliminary calling of the roll, the case is struck from the roll.
175. An application for a safeguard order is entered in the final roll only if the file is complete. A file is complete if all the documents – that is, the application along with the initial affidavit and the exhibits invoked in support of the application, the opposing party's affidavit in response and the supporting exhibits, and the affidavit in reply if the applicant party decides to file one – have been filed at the court office **no later than 4:30 p.m. on the Friday preceding the preliminary calling of the roll.**
176. Cases that are not complete at the preliminary calling of the roll are postponed to the next practice session; in the event of an emergency, they are referred to the judge presiding in the case management courtroom during the practice session the following day.
177. Except in special circumstances, case management notices and applications for safeguard orders are fixed for a **maximum duration of 30 minutes**. If the file is complex and several urgent applications must be decided, the duration is determined by the special clerk.

Procedure for the family practice session

178. The practice session is coordinated by a judge from courtroom #3, which serves as the case management room. All counsel and unrepresented parties who have an application on the roll must report in virtual courtroom #3 at 9:00 a.m.
179. The judge coordinating the practice session assigns applications to the available judges and directs counsel and unrepresented parties to the appropriate virtual courtrooms. Counsel who have more than one application on the roll must report to the case management room after the hearing of each application in which he or she is acting.
180. When an application in the course of a proceeding is heard, counsel and unrepresented parties must have at their disposal an electronic version of the application, of the evidence filed in support of the application, and of their authorities so that they can send them quickly to the judge presiding the hearing, if needed.
181. An application that cannot be heard because of the volume of cases on the roll is postponed to a subsequent practice session or to any other date determined by the coordinating judge. As needed, the judge presiding the calling of the roll makes the appropriate orders to preserve the rights of the parties.

Cases set down for hearing and judgment on the contested roll of practice

182. Applications in the course of a proceeding where the duration of the hearing is expected to be more than two hours are entered on the contested practice roll by the master of the rolls.
183. Applications pertaining to custody, access, and child support between *de facto* spouses and applications to amend accessory measures pertaining to custody, access, and child or spousal support requiring the presentation of testimonial evidence with an expected duration no more than two days are entered in the contested practice roll by the master of the rolls. Cases with an expected duration of more than two days are entered on the provisional roll of cases on the merits and are fixed during a provisional calling of the roll.
184. Applications between *de facto* spouses that include issues pertaining to the division of property are entered in the provisional roll of cases on the merits and are fixed during the provisional calling of the roll.
185. For a file to be fixed on the contested roll, the parties must have completed and sent to the master of the rolls (maitredesroles-cs-gatineau@justice.gouv.qc.ca) the Joint Declaration to Fix a Hearing of More than Two Hours – Family Matters form (Schedule 8 which you can download by clicking [here](#)). The form must be accompanied by a joint list of dates that the parties and counsel are unavailable during the eight months following the date the form is filed.

The parties must also file all documents required under the *Code of Civil Procedure* or the *Regulation of the Court of Québec in family matters*.

It is imperative for counsel and unrepresented parties to include their email addresses or fax numbers. Should they fail to do so, the joint application will be considered incomplete and will not be dealt with.

186. Files in which a psychosocial assessment has been conducted are fixed as a priority and are managed before the coordinating judge fixes the date.
187. Cases fixed in contested practice are also actively managed by the coordinating judge, who determines whether the hearing of the case will take place in person at the courthouse, virtually, or semi-virtually.
188. The coordinating judge discusses the conditions related to the holding of a hearing with counsel and unrepresented parties and issues the appropriate instructions according to the circumstances of each case.
189. The parties must promptly inform the coordinating judge of any settlement reached. If an agreement must be homologated by the court, it is sent to the coordinating judge.
190. Any request for postponement must be addressed to the coordinating judge and must state the file number, the names of the parties, the grounds for the request for postponement, and the position of the opposing party.
191. For reasons of limited judicial resources and proportionality, the parties must cooperate to avoid calling a witness unnecessarily at the trial.
192. At trial, the parties must respect the hearing time indicated in the joint declaration.
193. The court may refuse to hear a witness if the evidence is irrelevant (articles 18, 19, 20 and 280 C.C.P. and article 2857 C.C.Q.).
194. Witnesses are entitled to the protection of the court (article 278 C.C.P.).
195. When raising an objection to the evidence, the party must state the legal basis for the objection.
196. The court may on its own initiative shorten the trial (article 158 C.C.P.).

Joint applications and applications by default

197. No application for divorce, separation from bed and board, or dissolution of civil union, whether joint or by default for failure to answer the summons, to contest, or to take part in the case management conference, will be dealt with before the record is complete, with respect to both the pleadings and the documents required under sections 16 to 29 of the *Regulation of the*

Superior Court of Québec in family matters.

198. Joint applications are decided when the application is filed with the court office, along with:
- a) the exhibits with separate backings for each one;
 - b) the final agreement between the parties (with a separate backing);
 - c) the requisite detailed affidavits;
 - d) the child support determination form where minor or dependant children are concerned; and
 - e) in the case of an application for a support obligation, the statements required under article 444 of the *Code of Civil Procedure*.

APPLICATIONS IN BANKRUPTCY AND INSOLVENCY MATTERS

Motions

199. As provided by section 11 of the *Bankruptcy and Insolvency General Rules*, every application is made by motion.
200. A motion must include, under its title, a reference to the specific provisions of the *Bankruptcy and Insolvency Act* and the *Bankruptcy and Insolvency General Rules*.
201. The original of the motion, the supporting affidavits, and proof of service must be filed with the bankruptcy court office at least two business days, excluding Saturday, before the date of presentation.
202. The notice of presentation must state that the motion will be presented before the registrar in virtual courtroom # 11.
203. When the motion is presented, if it falls under the registrar's jurisdiction, the registrar hears the parties or sets the timetable to ready the case for trial and postpones the motion *pro forma* to a later date to fix a hearing date.
204. Motions that do not fall within the jurisdiction of the registrar may be presented during a civil practice session.

Appeal from the registrar's orders or judgments

205. No motion to appeal an order or decision of the registrar may be entered on the civil practice roll if the transcript of the hearing has not been filed at the bankruptcy court office.
206. Before placing such a motion on the roll, the judge or registrar may require that each party file a brief of no more than 10 pages with the bankruptcy

court office, within a given time limit. The brief must not exceed 10 pages in length and it must include:

- a summary of the order or judgment under appeal;
- the issue(s) in dispute;
- the grounds for which the appeal should or should not be allowed;
- the list of relevant authorities.

Practice sessions

207. Practice sessions in bankruptcy and insolvency are held once a month and are presided over by the registrar in bankruptcy or by a judge. The schedule of practice sessions is appended to these Directives (Schedule 28 which you can download by clicking [here](#)).
208. All administrative applications such as taxation of a trustee's bill of costs and motions to obtain the discharge of a trustee must be filed directly with the bankruptcy court office.
209. Practice sessions are held in virtual courtroom #11. It is not necessary to install the Teams application to reach a courtroom virtually; all that is required is clicking on the Teams link for virtual courtroom #11 (Schedule 9 which you can download by clicking [here](#)).
210. Virtual courtrooms can also be accessed by telephone. The telephone number and the ID needed to enter is listed under the Teams hyperlink for each virtual courtroom.
211. Time slots are assigned to all trustees who have cases that may be presented at the Practice Court.
212. Any case that requires more than 15 minutes for the hearing is heard during the contested cases session, which begins at 2:00 p.m. If a party is not able to determine the time slot during which the case will be heard, the party must attend the calling of the roll in virtual courtroom #11 at 9:00 a.m.
213. Except in special circumstances, all persons involved in a case that is to proceed must participate in the session by videoconference or telephone conference call.
214. In exceptional circumstances, a judge or the registrar may authorize in-person courtroom attendance by a party or a witness when his or her testimony cannot be suitably delivered virtually or when a party anticipates that the witness will not appear at the hearing without a subpoena. In such a case, the usual subpoena model is used. In other cases, the witness should be notified using the model in Schedule 12 which you can download by

clicking [here](#).

215. Where a person testifies by videoconference or telephone conference call, the party who summoned that person must have provided him or her with the exhibits in respect of which his or her testimony is required or be able to quickly provide them electronically before his or her testimony.
216. The instructions for accessing the virtual courtroom can be found in the section of these Directives entitled “Virtual and semi-virtual hearings (virtual courtrooms)”, with the necessary modifications.

DIRECTIVES SPECIFIC TO CLASS ACTIONS

217. The directives applicable in the judicial district of Gatineau are the same as those that apply in the judicial district of Montreal. Parties should refer to them by clicking [here](#).

USE OF TECHNOLOGY IN THE COURTROOM

218. The use of technology in the courtroom is governed by article 14 C.C.P. and by the guidelines concerning the use of technology during hearings of the Superior Court, the Court of Quebec, and the municipal courts, appended to these directives (Schedule 29 which you can download by clicking [here](#)).

COMMUNICATION WITH THE COURT

219. The parties or their counsel may send a copy of a pleading or an exhibit by email to the judge assigned to hear the case. In all cases, the author of the document must file the original of the pleading with the court office.
220. Communications with the court must at all times be courteous and formal. Except in emergency, communications must be sent during normal working hours.
221. When several attorneys are involved in a case, they must make arrangements and determine whether a single joint communication can be sent to the court rather than several communications to the same effect. The court must not receive a succession of informal emails or be copied or added as a co-recipient of communications between counsel.

Useful contact information

222. Here is a list of important contacts:

- Civil and family court office:

Telephone: 819-776-8100

Courthouse: 17 Laurier Street, Gatineau (Quebec), J8X 4C1

- Coordinating Judge: Marie-Josée Bédard
- Assistant to the coordinating judge: Nathalie Dumont

Telephone: 819-776-8116

Fax: 819-776-5775

Email: nathalie.dumont@judex.qc.ca

- Master of the Rolls: Julie Anka

Telephone: 819-776-8100 ext. 60472

Email: maitredesroles-cs-gatineau@justice.gouv.qc.ca

Email to postpone files in civil or family practice:
rolecourdepratique.gatineau@justice.gouv.qc.ca

LIST OF SCHEDULES

1. Case Protocol in Civil Matters
2. Case Protocol in Family Matters
3. Contempt of Court – Draft Order to Appear
4. Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Civil Matters
5. Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Family Matters
6. Application to extend the time limit to set the case down for trial and judgment
7. Joint Declaration to Fix a Hearing of More than Two Hours in Civil Practice and Special Procedures
8. Joint Declaration to Fix a Hearing of More than Two Hours in Family Matters
9. List of permanent Teams links to virtual courtrooms
10. Instructions for the Calling of the Provisional Roll
11. Request for a Settlement Conference
12. Notice to witness – courtroom identified
13. Notice to witness – courtroom not identified
14. Information document for witnesses at a virtual hearing
15. Draft Joint Trial Plan
16. Schedule of civil practice sessions
17. Instructions for the Calling of the Roll of Civil Practice
18. Notice of presentation - Civil practice
19. Schedule of family practice sessions
20. Agreement determining support (safeguard measure)
21. Agreement on the suspension of support (safeguard measure)

- 22. Agreement to extend a safeguard order
- 23. Agreement to appoint counsel for the child
- 24. Application to homologate an agreement
- 25. Consent to Psychosocial Evaluation and the Consultation of Records form
- 26. Notice of Presentation – Family Practice
- 27. Instructions for the Preliminary Calling of the Roll of Family Practice
- 28. Schedule of Bankruptcy and Insolvency Practice Sessions
- 29. Guidelines concerning the use of technology during hearings of the Superior Court, the Court of Quebec, and the municipal courts

SCHEDULE 1
CASE PROTOCOLE IN CIVIL MATTERS

CANADA
Province of Québec
District:
Locality:
File No.:

SUPERIOR COURT
Civil Division

Plaintiff

v.

Defendant

and

Third Party

**FIRST CASE PROTOCOL (in civil matters)
PRESENTATION PAGE
Superior Court of Québec, Montréal Division**

1. **You are required to complete this page when filing a first case protocol or a proposed case protocol in the record of the Court.** Place this page before the case protocol or the proposed case protocol (before page 1) and staple them together.
 2. **Do not complete or attach** this presentation page if you are filing an amended case protocol.
-

For each question, you must check an answer, either YES or NO.
No answer will be deemed to be YES.

The parties are requesting a stay of the proceeding: (line 4 of the protocol)	☐ YES ☐ NO
The parties are requesting an extension of the time limit: (line 6 of the protocol)	☐ YES ☐ NO
The parties plan to file more than six expert opinions: (lines 40 to 43 of the protocol)	☐ YES ☐ NO
A party (defendant, third person, person called) intends to file an application for authorization to file a written defence: (line 33 of the protocol)	☐ YES ☐ NO
The parties plan to conduct more than six pre-trial examinations: (lines 47 and 48 of the protocol)	☐ YES ☐ NO
The parties plan to conduct examinations the duration of which is incompatible with article 229 of the <i>Code of Civil Procedure (C.C.P.)</i>:	☐ YES ☐ NO
The protocol was not signed by the parties or was not notified to them:	☐ YES ☐ NO

RÉSERVÉ AU GREFFIER : Cocher si protocole trié pour saisie CHEM*EXA

CANADA
Province of Québec
District:
Locality:
File No.:

SUPERIOR COURT
Civil Division

Plaintiff

v.

Defendant

and

Third Party

CASE PROTOCOL
Superior Court of Québec, Montréal Division
(article 148 of the Code of Civil Procedure)

1.	Nature of the dispute:	
2.	Value of the subject matter of the dispute:	
3.	Latest date on which the application was served on all the parties:	
4.	All the parties are requesting a stay of the proceeding in order to allow them to negotiate an out-of-court agreement (C.C.P., a. 156): Duration: (where applicable, indicate a maximum stay of 3 months) If the application is allowed by the Court, the proceeding will therefore be stayed until:	☐ YES ☐ NO ☐ 1 month ☐ 2 months ☐ 3 months
5.	All the parties undertake to hold a settlement conference. (C.C.P., aa. 148(2) and 161 to 165)	☐ YES ☐ NO
6.	All the parties are requesting an extension of the time limit for trial readiness (C.C.P., a. 173): Duration: (where applicable, indicate an additional time limit of 9 months maximum) If the Court allows the application, the six-month time limit will be extended until:	☐ YES ☐ NO ☐ 3 months ☐ 6 months ☐ 9 months

PRELIMINARY EXCEPTIONS		
7.	Declinatory exceptions	☐ YES ☐ NO
		Deadline for filing
8.	☐ Referral to competent court or dismissal (C.C.P., a. 167)	
9.	☐ Other exception (with a reference to the C.C.P. article):	
10.	Submitted by (enter the name of the party):	

11.	Exceptions to dismiss	☐ YES ☐ NO
		Deadline for filing
12.	☐ Dismissal (C.C.P., a. 168):	
13.	Submitted by (enter the name of the party):	

14.	Other preliminary exceptions	☐ YES ☐ NO
		Deadline for filing
15.	☐ Clarifications regarding (C.C.P., a. 169):	
16.	☐ Disclosure of documents (C.C.P., a. 169):	
17.	☐ Striking of immaterial allegations (C.C.P., a. 169):	
18.	☐ Requirement to provide suretyship (C.C.P., a. 492):	
19.	☐ Other exception (indicate its nature):	
20.	Submitted by (enter the name of the party):	

21.	Application under article 51 C.C.P.	☐ YES ☐ NO
		Deadline for filing
22.	☐ Application under article 51 C.C.P.	
23.	Submitted by (enter the name of the party):	

OTHER PROCEEDINGS		
24.	Safeguard measures (C.C.P., a. 169 1st para.):	☐ YES ☐ NO
		Deadline for filing
25.	☐ Application for safeguard measures	
26.	Submitted by (enter the name of the party):	

27.	Other incidental procedures	☐ YES ☐ NO
		Deadline for filing
28.	☐ Amendment of a pleading	
29.	☐ Determination of an issue of law	
30.	☐ Declaration of disqualification	
31.	☒ Other (indicate its nature):	
32.	Submitted by (enter the name of the party):	

DEFENCE		
33.	Under article 171 C.C.P., the case is subject to the rules of oral defence. Despite this, all the parties are applying for authorization from the Court for the case to be subject to the rules of written defence, on the following grounds (C.C.P., aa. 148(5) and 171) (indicate the grounds): In the absence of an application for authorization for a written defence, the defendant must state the grounds by oral defence (C.C.P., aa. 154 and 170 2nd para.) (indicate the grounds):	☐ YES ☐ NO

34.	The defendant intends to file a cross-application.	☐ YES ☐ NO
35.	Deadline for filing the cross-application	
36.	Deadline for filing the defence to cross-application	

37.	Issues in dispute (C.C.P., a. 148): According to plaintiff: According to defendant:
-----	---

38.	Third person intervention or impleading (C.C.P., aa. 151 and 158(4))	☐ YES ☐ NO
39.	Deadline for the intervention or impleading of a third person	

EXPERT OPINIONS		
40.	Joint expert opinion (C.C.P. a. 232) Nature of and need for joint expert opinion: Reasons for refusing joint expert opinion (C.C.P., a. 148(4)): Deadline for filing joint expert opinion:	☐ YES ☒ NO
41.	Expert opinion for the plaintiff (not more than one per area or matter of expertise) (C.C.P., a. 232): (indicate number, nature and need for each expert opinion) Deadline for filing an expert opinion for plaintiff:	☐ YES ☐ NO

42.	Expert opinion for the defendant (not more than one per area or matter of expertise) (C.C.P., a. 232): (indicate number, nature and need for each expert opinion)	☐ YES ☐ NO
	Deadline for filing an expert opinion for defendant:	
43.	Expert opinion for third person or impleaded person (not more than one per area or matter of expertise) (C.C.P., a. 232): (indicate number, nature and need for each expert opinion)	☐ YES ☐ NO
	Deadline for filing an expert opinion for third person or impleaded person:	

EXAMINATIONS				
44.	Pre-trial examination(s) by either party (C.C.P., aa. 148(3), 158(3) and 221)			☐ YES ☐ NO
45.	Value of the subject matter of the dispute is less than \$100 000 (C.C.P., a. 229):			☐ YES ☐ NO
46.	The parties intend to submit their anticipated objections before pre-trial examination (C.C.P., a. 228):			☐ YES ☐ NO
47.	Number of examinations before defence			
48.	Number of examinations after defence			
49.	Name of persons to be examined for the plaintiff:			
	Given name, surname	Date	Time	Place
	Given name, surname	Date	Time	Place
50.	Name of persons to be examined for the defendant:			
	Given name, surname	Date	Time	Place
	Given name, surname	Date	Time	Place
51.	In order to avoid service of a subpoena, the parties agree that, in the 20 days preceding a pre-trial examination, the examining party will disclose in writing to the other parties a detailed list of all the documents that must be in the possession of the party to be examined at the pre-trial examination. List the documents below if the parties are currently able to identify them (an appendix of all the documents may be enclosed with this protocol):			
	Given name, surname	Documents		
	Given name, surname	Documents		

52.	Deadline for filing transcripts for the plaintiff (C.C.P., a. 227)	
53.	Deadline for filing transcripts for the defendant (C.C.P., a. 227)	
54.	Deadline for filing transcripts for the impleaded person (C.C.P., a. 227)	
55.	Deadline for presenting the objections set forth in the second paragraph of article 228 C.C.P., which were raised during the pre-trial examinations for the plaintiff	
56.	Deadline for presenting the objections set forth in the second paragraph of article 228 C.C.P., which were raised during the pre-trial examinations for the defendant	
57.	Deadline for disclosure of all the undertakings made during the pre-trial examinations for the plaintiff	
58.	Deadline for disclosure of all the undertakings made during the pre-trial examinations for the defendant	

EXHIBITS		
	Exhibits and other evidence (C.C.P., aa. 145 and 158)	Deadline
59.	Filing of exhibits for the plaintiff	
60.	Filing of exhibits for the defendant	At inscription
61.	Filing of exhibits for the third person, impleaded person or intervening person	At inscription
62.	List of exhibits admitted by plaintiff:	
63.	List of exhibits admitted by defendant:	
	Filing of affidavits in lieu of testimony	Deadline
64.	Filing of affidavits for plaintiff	
65.	Filing of affidavits for defendant	

OTHER		
66.	Legal costs (C.C.P., aa. 148 1st para., and 339) - Evaluation of legal costs for plaintiff (including expert opinions): - Evaluation of legal costs for defendant (including expert opinions): - Evaluation of legal costs for other parties (including expert opinions):	\$ \$ \$

67.	Methods of notification the parties intend to use (C.C.P., aa. 109 to 140 and 148(9)):
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68.	Appointment of a lawyer to a minor or a person of full age considered incapable If yes, name of proposed lawyer:	☐ YES ☐ NO
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N.B. Non-compliance with this protocol may constitute a breach punished under articles 341 and 342 C.C.P.

On ____ April 2021

On

Mtre.
Counsel for
(Nom de l'étude)
(Adresse
(Ville, province et code postal)
Telephone:
Fax:
Email:

Mtre.
Counsel for
(Nom de l'étude)
(Adresse
(Ville, province et code postal)
Telephone:
Fax:
Email:

(given name, surname)
Plaintiff

(given name, surname)
Defendant

On

On

Mtre.
Counsel for
(Nom de l'étude)
(Adresse
(Ville, province et code postal)
Telephone:
Fax:
Email:

Mtre.
Counsel for
(Nom de l'étude)
(Adresse
(Ville, province et code postal)
Telephone:
Fax:
Email:

(given name, surname)

(given name, surname)

SCHEDULE 2
CASE PROTOCOLE IN FAMILY MATTERS

CANADA
Province of Québec
District:
Locality:
File No.:

SUPERIOR COURT
(Family Division)

Plaintiff

v.

Defendant

**FIRST CASE PROTOCOL (in family matters)
PRESENTATION PAGE
Superior Court of Québec, Montréal Division**

1. You are **required to complete** this page when filing the **first case protocol** in the record of the Court.
(**Do not complete this presentation page** if you are filing a proposed case protocol or an amended case protocol).
 2. If applicable, place this page before the case protocol (before page 1) and staple them together.
-

For each question, you must check an answer, either YES or NO.
No answer will be deemed to be YES.

The parties are requesting an extension of the time limit: (line 4 of the protocol)	☐ YES ☐ NO
The parties plan to file more than six expert opinions: (lines 16 to 19 of the protocol)	☐ YES ☐ NO
A party (defendant, third person, person called) intends to file an application for authorization to file a written defence: (line 11 of the protocol)	☐ YES ☐ NO
The parties plan to conduct more than six pre-trial examinations: (lines 20 to 24 of the protocol)	☐ YES ☐ NO
The parties plan to conduct examinations the duration of which is incompatible with article 229 of the <i>Code of Civil Procedure</i> (C.C.P.):	☐ YES ☐ NO
The protocol was not signed by the parties or was not notified to them:	☐ YES ☐ NO

CANADA
 Province of Québec
 District: **Erreur ! Source du renvoi introuvable.**
 Locality: **Erreur ! Source du renvoi introuvable.**
 File No.: **Erreur ! Source du renvoi introuvable.**

SUPERIOR COURT
 (Family Division)

Plaintiff

v.

Erreur ! Source du renvoi introuvable.

Defendant

CASE PROTOCOL IN FAMILY MATTERS
Superior Court of Québec, Montréal Division
(article 148 of the *Code of Civil Procedure*)

1.	Nature of the dispute: Demand for separation from bed and board	
2.	Date on which the application was served on the defendant:	
3.	Before filing judicial proceedings, did the parties consider private prevention and resolution processes (C.C.P. a. 1, 3rd para. and a. 148)? If so, did the parties participate in a private prevention and resolution process before filing judicial proceedings? A settlement conference: ☐ will be requested ☐ is probable ☐ is possible ☐ is out of the question	☐ YES ☐ NO ☐ YES ☐ NO
4.	All the parties are requesting an extension of the time limit for trial readiness (C.C.P., a. 173): Duration: (where applicable, indicate an additional time limit of 6 months maximum) If the Court allows the application, the one-year time limit will be extended until:	☐ YES ☐ NO ☐ 3 months ☐ 6 months
5.	At the time of completing this protocol, a safeguard order has already been rendered: If yes, indicate the date on which the last safeguard order was rendered: If applicable, indicate the date of expiry of the last safeguard order: No safeguard order has been rendered, but one of the parties intends to file an application with the Court.	☐ YES ☐ NO ☐ YES ☐ NO

PRELIMINARY APPLICATIONS		
6.	One of the parties intends to file a preliminary application.	☐ YES ☐ NO
7.	If yes, indicate: ☐ the plaintiff or ☐ the defendant intends to file an application for: ☐ Referral to the competent court or dismissal (C.C.P., aa. 45, 167, 491; <i>Divorce Act</i>, s. 3) ☐ Disclosure of documents (C.C.P., a. 169) ☐ Case management measures (C.C.P., a. 169 1st para.) ☐ Other preliminary exception: ☐ Other application in the course of the proceeding: ☐ Provision for costs (C.C.P., a. 416)	
8.	Deadline for filing the application (C.C.P., a. 166)	

PROVISIONAL MEASURES		
9.	One of the parties intends to file an application for provisional measures.	☐ YES ☐ NO
10.	Deadline for filing the application	

DEFENCE		
11.	Under article 171 2nd para. C.C.P., the defence is to be oral in all instances where the purpose of the proceeding is to obtain support or a right relating to the custody of a child. In other proceedings in family matters, the defence is also oral except that the defendant may file an application with the Court for authorization to file a written defence if the case presents a <u>high level</u> of complexity or if <u>special</u> circumstances warrant otherwise (C.C.P., a. 171 1st para.). If these conditions are present, does the defendant intend to file such an application with the Court? (indicate the grounds) If yes, indicate the deadline for filing an application for authorization to file a written defence: In the absence of an application for authorization for a written defence, the defendant must state the grounds by oral defence (C.C.P., aa. 154 and 170 2nd para.) (indicate the grounds):	☐ YES ☐ NO

12.	The defendant intends to file a cross-application.	☐ YES ☐ NO
13.	Deadline for filing the cross-application	
14.	Deadline for filing the defence to cross-application	

ISSUES IN DISPUTE (C.C.P., a. 148)

15. **According to plaintiff** (list the issues in dispute by checking the appropriate boxes):

- | | | |
|--|--|---|
| ☐ Custody | ☐ Parental authority | ☐ Right of access |
| ☐ Child support | ☐ Income of other party | ☐ Special expenses |
| ☐ Arrears | ☐ Income (children) | ☐ Undue hardship |
| ☐ Spousal support | ☐ Lump sum | ☐ Provision for costs |
| ☐ Matrimonial regime | ☐ Partition of the matrimonial regime | |
| ☐ Partition of the family patrimony | ☐ Compensatory allowance | ☐ Compensatory payment |
| ☐ International child abduction | ☐ Contempt of court | |
| ☐ Other: | | |

According to defendant (list the issues in dispute by checking the appropriate boxes):

- | | | |
|--|--|---|
| ☐ Custody | ☐ Parental authority | ☐ Right of access |
| ☐ Child support | ☐ Income of other party | ☐ Special expenses |
| ☐ Arrears | ☐ Income (children) | ☐ Undue hardship |
| ☐ Spousal support | ☐ Lump sum | ☐ Provision for costs |
| ☐ Matrimonial regime | ☐ Partition of the matrimonial regime | |
| ☐ Partition of the family patrimony | ☐ Compensatory allowance | ☐ Compensatory payment |
| ☐ International child abduction | ☐ Contempt of court | |
| ☐ Other: | | |

EXPERT OPINIONS

16.	Joint expert opinion (C.C.P., a. 232) Nature of and need for joint expert opinion: Reasons for refusing joint expert opinion (C.C.P., a. 148(4)): Deadline for filing joint expert opinion:	☐ YES ☐ NO
17.	Joint application for a psychosocial assessment (C.C.P., a. 425) (indicate the grounds): 	☐ YES ☐ NO
18.	Expert opinion for plaintiff (C.C.P., aa. 231 to 245) (indicate nature and need) Evaluation of the cottage, if need be Deadline for filing an expert opinion for plaintiff:	☐ YES ☐ NO
19.	Expert opinion for defendant (C.C.P., aa. 231 to 245) (indicate nature and need) Deadline for filing an expert opinion for defendant:	☐ YES ☐ NO

EXAMINATIONS										
20.	The plaintiff wishes to examine the defendant outside the presence of the Court. (C.C.P., aa. 148(3) and 221) Date: to be determined Time Place	☐ YES ☐ NO								
21.	The defendant wishes to examine the plaintiff outside the presence of the Court. (C.C.P., aa. 148(3) and 221) Date: Time Place	☐ YES ☐ NO								
22.	In order to avoid service of a subpoena, the parties agree that, in the 20 days preceding the examination outside the presence of the Court, the examining party will disclose in writing to the other party a detailed list of all the documents that must be in the possession of the party to be examined at the examination outside the presence of the Court. List the documents below if the parties are currently able to identify them (an appendix of all the documents may be enclosed with this protocol): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 20px;"></td> <td style="width: 60%;"></td> </tr> <tr> <td style="text-align: center;">Given name, surname</td> <td style="text-align: center;">Documents</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Given name, surname</td> <td style="text-align: center;">Documents</td> </tr> </table>				Given name, surname	Documents			Given name, surname	Documents
Given name, surname	Documents									
Given name, surname	Documents									
23.	Deadline for the disclosure of the undertakings made by the plaintiff during the examination outside the presence of the Court									
24.	Deadline for the disclosure of the undertakings made by the defendant during the examination outside the presence of the Court									

EXHIBITS	
25.	Deadline for filing all the exhibits and forms , including in particular, if applicable: marriage certificate, birth certificate, marriage contract, statement of income and expenses, child support determination form, family patrimony calculation form, partnership of acquests calculation form, a certificate under article 417 or 419 C.C.P. and a statement under article 444 C.C.P., as well as the other documents prescribed by regulation. Deadline for filing exhibits and forms for plaintiff: Deadline for filing exhibits and forms for defendant:

OTHER	
26.	Legal costs (C.C.P., aa. 148(1) and 339) • Evaluation of legal costs for plaintiff (including expert opinions): • Evaluation of legal costs for defendant (including expert opinions):

27.	Application for designating a lawyer to represent the child If yes, name of proposed lawyer:	☐ YES ☐ NO
-----	--	--

N.B. Non-compliance with this protocol may constitute a breach punished under articles 341 and 342 C.C.P.

On

On

 Mtre. _____
 Counsel for Plaintiff

 Mtre. _____
 Counsel for Defendant

 Plaintiff

 Defendant

SCHEDULE 3
CONTEMPT OF COURT – DRAFT ORDER TO APPEAR

C A N A D A

SUPERIOR COURT

PROVINCE OF QUEBEC

DISTRICT OF

NO.:

CONTEMPT OF COURT

ORDER TO APPEAR

1. On DD/MM/YEAR, I, Justice X of the Superior Court of Québec, issue an order requiring that *(enter name of natural or legal person(s) concerned by the order)* appear before the Court to respond to the charge(s) of contempt of court;

2. The alleged violation(s) is (are) the following:

(List in detail the alleged violation(s) and the facts on which the person seeking the conviction intends to rely)

3. Therefore, I ORDER *(name of natural or legal person(s) to which the order relates)* to appear at 9:00 a.m. on the DD/MM/YEAR at X Courthouse, Room Y, to enter a plea against the charge of contempt of court as defined in this Order. On that date, a case protocol will be established;

4. The sanction(s) required in the event of a conviction will be the following:

(list the possible sanction(s) under article 62 C.C.P. by referring to each of the violations alleged and the sanction sought in each case).

SIGNED AT _____, THIS _____

SCHEDULE 4
REQUEST FOR SETTING DOWN FOR TRIAL AND JUDGMENT BY WAY
OF A JOINT DECLARATION – CIVIL MATTERS

CANADA

PROVINCE OF QUÉBEC

SUPERIOR COURT

District: [REDACTED]

File no.: [REDACTED]

[REDACTED]

Plaintiff

v.

[REDACTED]

Defendant

and

[REDACTED]

[REDACTED]

**REQUEST FOR SETTING DOWN FOR TRIAL
AND JUDGMENT BY WAY OF A JOINT DECLARATION**
Québec Superior Court – Montréal Division – Civil Matters
(art. 173 and 174 C.C.P.)

This request for setting down for trial and judgment and the attached joint declaration are made on the initiative of:

- ☐ **all the parties to the case**
- ☐ **the plaintiff alone** (art. 174 last paragraph C.C.P.)
- ☐ **another party** (art. 174 last paragraph C.C.P.)

I – PARTIES AND LAWYERS

Plaintiff	Lawyer responsible
Name:	Name:
	Firm:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
Defendant	Lawyer responsible
Name:	Name:
	Firm:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
Other party	Lawyer responsible
Name:	Name:
	Firm:
Address:	Address:
Phone:	Phone:
Fax:	Fax:

E-mail: [REDACTED]

E-mail: [REDACTED]

II – DISPUTE

Nature of the dispute: [REDACTED]

Amount: [REDACTED]

Cross-application:

☐ yes

☐ no

Nature: [REDACTED]

Amount of the cross-application: [REDACTED]

Recourse(s) in warranty:

☐ yes

☐ no

Impleaded Party(ies):

☐ yes

☐ no

Matters in dispute (Plaintiff):

1- [REDACTED]

2- [REDACTED]

3- [REDACTED]

4- [REDACTED]

Matters in dispute (Defendant):

1- [REDACTED]

2- [REDACTED]

3- [REDACTED]

4- [REDACTED]

Matters in dispute (other parties, if any) (Defendant in Warranty, Impleaded Parties)

1- [REDACTED]

2- [REDACTED]

3- [redacted]

4- [redacted]

List of facts admitted by the parties:

1- [redacted]

2- [redacted]

3- [redacted]

List of points to be covered by expert opinion:

1- [redacted]

2- [redacted]

3- [redacted]

III – EXHIBITS AND EVIDENCE

The plaintiff (check only the boxes for documents that will be filed)

☐ **confirms** that he/she has filed – with this joint declaration – a complete and up-to-date list of exhibits sent to the other party(ies) (art. 248 1st par. C.C.P.)

☐ **confirms** that he/she has filed in the record the affidavits (in accordance with art. 292 C.C.P.) of the following persons:

- affiant: [redacted]

- date of affidavit: [redacted]

- affiant: [redacted]

- date of affidavit: [redacted]

☐ **confirms** that he/she has filed and intends to use at trial a transcript of the examination (oral or written) of the following persons (in accordance with art. 223 and 227 C.C.P.):

- witness: [redacted]

- date of examination: [redacted]

- witness: [redacted]

- date of examination: [redacted]

☐ **confirms** that he/she has filed and intends to use at trial the expert reports (in accordance with art. 239 2nd par. and 293 C.C.P.) of the following persons:

- name: []	- date: []
- field of expertise: []	- plunitif number: []
- name: []	- date: []
- field of expertise: []	- plunitif number: []

The defendant (check only the boxes for documents that will be filed)

☐ **confirms** that he/she has filed – with this joint declaration – a complete and up-to-date list of the exhibits sent to the other party(ies) (in accordance with art. 248 1st par. C.C.P.)

☐ **confirms** that he/she has filed in the record the affidavits (in accordance with art. 292 C.C.P.) of the following persons:

- affiant: []	- date of affidavit: []
- affiant: []	- date of affidavit: []

☐ **confirms** that he/she has filed and intends to use at trial a transcript of the examination (oral or written) of the following persons (in accordance with art. 223 and 227 C.C.P.):

- witness: []	- date of examination: []
- witness: []	- date of examination: []

☐ **confirms** that he/she has filed and intends to use at trial the expert reports (in accordance with art. 239 2nd par. and 293 C.C.P.) of the following persons:

- name: []	- date: []
- field of expertise: []	- plunitif number: []
- name: []	- date: []
- field of expertise: []	- plunitif number: []

The [] (check only the boxes for documents that will be filed)

☐ **confirms** that he/she has filed – with this joint declaration – a complete and up-to-date list of the exhibits sent to the other party(ies) (art. 248 1st par. C.C.P.)

☐ **confirms** that he/she has filed in the record the affidavits (in accordance with art. 292 C.C.P.) of the following persons:

- affiant: []	- date of affidavit:
- affiant: []	- date of affidavit:

☐ **confirms** that he/she has filed and intends to use at trial a transcript of the examination (oral or written) of the following persons (in accordance with art. 223 and 227 C.C.P.):

- witness: [redacted] - date of examination: [redacted]
 - witness: [redacted] - date of examination: [redacted]

☐ **confirms** that he/she has filed and intends to use at trial the expert reports (in accordance with art. 239 2nd par. and 293 C.C.P.) of the following persons:

- name: [redacted] - date: [redacted]
 - field of expertise: [redacted] - plumeitif number: [redacted]
 - name: [redacted] - date: [redacted]
 - field of expertise: [redacted] - plumeitif number: [redacted]

III - A – ADMISSIONS REGARDING THE EXHIBITS¹

Exhibit number ²	Description	Admission of the origin	Admission of the integrity	Admission as testimony ³	Admission of the content	No admission
[redacted]						
[redacted]						
[redacted]						
[redacted]						
[redacted]						

1. The parties who wish to stipulate partial admissions or to qualify their admissions, be they partial or not, must append the list containing such admissions to the present document.
2. *Regulation of the Superior Court of Québec in civil matters, Art. 18: "Identification of exhibits and pagination. An exhibit that has been disclosed and produced must be identified by one letter for each party, followed by a consecutive number from the beginning to the end of the record. Exhibits retain the same identification for all applications, on the merits and in the course of a proceeding. [...]"*
3. The admission of an exhibit as testimony means only that no witness is required to appear for the production of such exhibit into the Court record and that if the author of the document were to appear as a witness, he would make the same statement as that contained in the exhibit. This admission is made under reserve of the rights of the parties regarding any other objection or representation they may make at trial.

IV – TRIAL

List of witnesses

(Estimate as accurately as possible the time needed for testimony, including cross-examination)

Name of witness for the plaintiff	Subject matter of the testimony	French or English	Ordinary or Expert	Time - In chief	Time - Cross-exam.	Total time - Witness
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
Total time, evidence for the plaintiff (1 day = 5 hours)				days hrs		
Name of witness for the defendant	Subject matter of the testimony	French or English	Ordinary or Expert	Time - In chief	Time - Cross-exam.	Total time - Witness
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
Total time, evidence for the defendant (1 day = 5 hours)				days hrs		
Name of witness for the	Subject matter of the testimony	French or English	Ordinary or Expert	Time - In chief	Time - Cross-exam.	Total time - Witness
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs

		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
Total time, evidence for the				(1 day = 5 hours) days hrs		

Time needed for trial		
- Time needed - evidence for the plaintiff:	days	hrs
- Time needed - evidence for the defendant:	days	hrs
- Time needed - evidence for the :	days	hrs
- Time needed - argument for the plaintiff:	days	hrs
- Time needed - argument for the defendant:	days	hrs
- Time needed - argument for :	days	hrs
- Total time for trial (1 day = 5 hours)	days	hrs

Services required
☐ The services of an interpreter are required for the testimony of
☐ The following technological means are required for the trial:

N.B.: "If the declaration cannot be made by the parties jointly, the plaintiff or, if the plaintiff fails to do so, another party, files a declaration and notifies it to the other parties. The declaration is deemed confirmed unless the other parties specify, within 15 days after it is notified, what should, in their opinion, be added or deleted."
(174 in fine C.C.P.)

Signed on

Plaintiff

or

Mtre. [REDACTED]

Counsel for the plaintiff

Defendant

or

Mtre. [REDACTED]

Counsel for the defendant

[REDACTED]

or

Mtre. [REDACTED]

Counsel for the [REDACTED]

[REDACTED]

or

Mtre. [REDACTED]

Counsel for the [REDACTED]

SCHEDULE 5

REQUEST FOR SETTING DOWN FOR TRIAL AND JUDGMENT BY WAY OF A
JOINT DECLARATION – FAMILY MATTERS

CANADA
PROVINCE OF QUÉBEC
District: [REDACTED]
File no.: [REDACTED]

SUPERIOR COURT

[REDACTED]
Plaintiff

v.

[REDACTED]
Defendant

and
[REDACTED]
[REDACTED]

**REQUEST FOR SETTING DOWN FOR TRIAL
AND JUDGMENT BY WAY OF A JOINT DECLARATION**
Québec Superior Court – Montréal Division – Family Matters
(art. 173 and 174 C.C.P.)

This request for setting down for trial and judgment and the attached joint declaration are made on the initiative of:

- ☐ all the parties to the case
☐ the plaintiff alone

I – PARTIES AND LAWYERS	
Plaintiff	Lawyer responsible
Name: [REDACTED]	Name: [REDACTED]
Address: [REDACTED]	Firm: [REDACTED]
	Address: [REDACTED]
Phone: [REDACTED]	Phone: [REDACTED]
Fax: [REDACTED]	Fax: [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]

Defendant	Lawyer responsible
Name: [REDACTED]	Name: [REDACTED]
Address: [REDACTED]	Firm: [REDACTED]
	Address: [REDACTED]
Phone: [REDACTED]	Phone: [REDACTED]
Fax: [REDACTED]	Fax: [REDACTED]

E-mail:	E-mail:
------------------------------	------------------------------

 Name: Address: Phone: Fax: E-mail:	Lawyer responsible Name: Firm: Address: Phone: Fax: E-mail:
---	--

II – DISPUTE	
Nature of the dispute:	
Amount:	
Cross-application:	☐ yes ☐ no
Nature:	
Amount of the cross-application:	

Matters in dispute (the two parties must check each matter in dispute in the case):		
☐ Child custody	☐ Access rights	☐ Parental authority
☐ Child support	☐ Spousal support	☐ Arrears
Income of the: ☐ Plaintiff ☐ Defendant	☐ Children's income	☐ Special expenses
☐ Hardship (undue hardship)	☐ Partition of patrimony	☐ Partition of matrimonial regime
☐ Total amount	☐ Compensatory allowance	☐ Provision for costs
☐ Contempt of court	☐ International abduction	☐ Other:

List of facts admitted by the parties:
1-
2-
3-

List of points to be covered by expert opinion:
1-
2-
3-

III – EXHIBITS AND EVIDENCE	
The plaintiff (check only the boxes for documents that will be filed)	
☐	confirms that he/she has filed – with this joint declaration – a <u>complete and up-to-date list</u> of exhibits sent to the other party(ies) (art. 248 1st par. C.C.P.)

- ☐ **confirms** that he/she has filed in the record:
- ☐ all the documents needed to determine child support
 - ☐ all the documents needed to determine spousal support
 - ☐ his/her *Statement of Family Patrimony*; ☐ his/her *Statement of Partnership of Acquests*
- ☐ **confirms** that he/she has filed in the record the affidavits (in accordance with art. 292 C.C.P.) of the following persons:
- affiant: - date of affidavit:
 - affiant: - date of affidavit:
- ☐ **confirms** that he/she has filed and intends to use at trial a transcript of the examination (oral or written) of the following persons (in accordance with art. 223 and 227 C.C.P.):
- witness: - date of examination:
 - witness: - date of examination:
- ☐ **confirms** that he/she has filed and intends to use at trial the expert reports (in accordance with art. 239 2nd par. and 293 C.C.P.) of the following persons:
- name: - date:
 - field of expertise: - plunitif number:
 - name: - date:
 - field of expertise: - plunitif number:

The defendant (check only the boxes for documents that will be filed)

- ☐ **confirms** that he/she has filed – with this joint declaration – a complete and up-to-date list of the exhibits sent to the other party(ies) (art. 248 1st par. C.C.P.)
- ☐ **confirms** that he/she has filed in the record:
- ☐ all the documents needed to determine child support
 - ☐ all the documents needed to determine spousal support
 - ☐ his/her *Statement of Family Patrimony*; ☐ his/her *Statement of Partnership of Acquests*
- ☐ **confirms** that he/she has filed in the record the affidavits (in accordance with art. 292 C.C.P.) of the following persons:
- affiant: - date of affidavit:
 - affiant: - date of affidavit:
- ☐ **confirms** that he/she has filed and intends to use at trial a transcript of the examination (oral or written) of the following persons (in accordance with art. 223 and 227 C.C.P.):
- witness: - date of examination:
 - witness: - date of examination:
- ☐ **confirms** that he/she has filed and intends to use at trial the expert reports (in accordance with art. 239 2nd par. and 293 C.C.P.) of the following persons:
- name: - date:
 - field of expertise: - plunitif number:
 - name: - date:
 - field of expertise: - plunitif number:

The (check only the boxes for documents that will be filed)

- ☐ **confirms** that he/she has filed – with this joint declaration – a complete and up-to-date list of the exhibits sent to the other party(ies) (art. 248 1st par. C.C.P.)
- ☐ **confirms** that he/she has filed in the record the affidavits (in accordance with art. 292 C.C.P.) of the following persons:
- affiant: - date of affidavit:
 - affiant: - date of affidavit:

- ☐ **confirms** that he/she has filed and intends to use at trial a transcript of the examination (oral or written) of the following persons (in accordance with art. 223 and 227 C.C.P.):
- witness: [redacted] - date of examination: [redacted]
 - witness: [redacted] - date of examination: [redacted]
- ☐ **confirms** that he/she has filed and intends to use at trial the expert reports (in accordance with art. 239 2nd par. and 293 C.C.P.) of the following persons:
- name: [redacted] - date: [redacted]
 - field of expertise: [redacted] - plumeitif number: [redacted]
 - name: [redacted] - date: [redacted]
 - field of expertise: [redacted] - plumeitif number: [redacted]

IV – TRIAL

List of witnesses

(Estimate as accurately as possible the time needed for testimony, including cross-examination)

Name of witness for the plaintiff	Subject matter of the testimony	French or English	Ordinary or Expert	Time - In chief	Time - Cross-exam.	Total time - Witness
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
Total time, evidence for the plaintiff (1 day = 5 hours)				days hrs		
Name of witness for the defendant	Subject matter of the testimony	French or English	Ordinary or Expert	Time - In chief	Time - Cross-exam.	Total time - Witness
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
Total time, evidence for the defendant (1 day = 5 hours)				days hrs		
Name of witness for the [redacted]	Subject matter of the testimony	French or English	Ordinary or Expert	Time - In chief	Time - Cross-exam.	Total time - Witness
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
[redacted]		☐ F ☐ E	☐ O ☐ E	hrs	hrs	hrs
Total time, evidence for the [redacted] (1 day = 5 hours)				days hrs		

Time needed for trial

- Time needed - evidence for the plaintiff:	days	hrs
- Time needed - evidence for the defendant:	days	hrs
- Time needed - evidence for the [redacted] :	days	hrs
- Time needed - argument for the plaintiff:	days	hrs
- Time needed - argument for the defendant:	days	hrs
- Time needed - argument for the [redacted] :	days	hrs
- Total time for trial (1 day = 5 hours)	days	hrs

Services required

- ☐ The services of an interpreter are required for the testimony of [REDACTED]
- ☐ The following technological means are required for the trial: [REDACTED]

N.B.: "If the declaration cannot be made by the parties jointly, the plaintiff or, if the plaintiff fails to do so, another party, files a declaration and notifies it to the other parties. The declaration is deemed confirmed unless the other parties specify, within 15 days after it is notified, what should, in their opinion, be added or deleted."
(174 in fine C.C.P.)

Signed on [REDACTED]

Plaintiff

or

Mtre. [REDACTED]

Counsel for the plaintiff

Defendant

or

Mtre. [REDACTED]

Counsel for the defendant

or

Mtre. [REDACTED]

Counsel for the [REDACTED]

SCHEDULE 6
APPLICATION TO EXTEND THE TIME LIMIT TO SET THE CASE DOWN
FOR TRIAL AND JUDGMENT

**C A N A D A
PROVINCE OF QUEBEC
DISTRICT OF GATINEAU**

S U P E R I O R C O U R T

No:

APPLICATION GRANTED:
HOMOLOGATES the agreement
between the parties and ORDERS them
to comply therewith

v.

Applicant

Defendant

Gatineau, on _____

Judge or Special Clerk

EXTENSION OF THE TIME LIMIT TO SET THE CASE DOWN

The time limit to set the case down for trial and judgment is _____. The parties, through their undersigned attorneys, apply for an extension of the time limit to set the case down for trial and judgment until _____, for the following reasons:

This application is accompanied by an amended case protocol.

SIGNED IN GATINEAU, on _____

Counsel for the applicant
(Print name)

Counsel for the defendant
(Print name)

Unrepresented party

SCHEDULE 7

JOINT DECLARATION TO FIX A HEARING OF MORE THAN TWO HOURS IN CIVIL MATTERS

CANADA
PROVINCE OF QUÉBEC
DISTRICT OF _____

NO: _____

SUPERIOR COURT

CIVIL DIVISION

- ☐ EXTRAORDINARY RECOURSE
- ☐ MOTION FOR DECLARATORY JUDGMENT
- ☐ MOTION FOR INTERLOCUTORY INJUNCTION
- ☐ DEFENSE MADE ORALLY
- ☐ ANY OTHER MATTER RELATED TO CIVIL PRACTICE

DATE : _____

**JOINT DECLARATION FOR THE PURPOSE OF SCHEDULING
A HEARING LASTING MORE THAN TWO HOURS**

- ☐ **Without evidentiary hearing : complete Part One only**
- ☐ **With evidentiary hearing : complete Part One and the relevant sections of Part Two**

1. IDENTIFICATION OF COUNSEL AND/OR OF SELF-REPRESENTED PARTIES

APPLICANT	LAWYER(S) IN CHARGE
NAME ¹	NAME
	LAW FIRM
	ADDRESS
	TELEPHONE
	FAX
	E-MAIL

RESPONDENT	LAWYER(S) IN CHARGE
NAME ¹	NAME
	LAW FIRM
	ADDRESS
	TELEPHONE
	FAX
	E-MAIL

¹ If the party is self-represented, provide mailing address and telephone number.

Nº : _____

OTHER PARTY(IES)

LAWYER(S) IN CHARGE

NAME ¹	NAME
	LAW FIRM
	ADDRESS
	TELEPHONE
	FAX
	E-MAIL

PART ONE

2. TYPE OF MOTION

- | | | | |
|---|---|---|---|
| ☐ Declinatory | ☐ Revocation (reception) | ☐ Interlocutory injunction | ☐ Declaratory judgment |
| ☐ Dismissal | ☐ Quashing of a seizure | ☐ Mandamus | ☐ Refusal of care |
| ☐ Homologation of an arbitrator's decision | ☐ Contempt of Court | ☐ Judicial review | ☐ Abuse of proceeding |
| ☐ Other(s): _____ | | | |

Nature of the action on the merits : _____

Amount in dispute \$ _____ Cross Demand \$ _____

3. ISSUES IN DISPUTE IDENTIFIED IN THE PRESENT JOINT DECLARATION

4. READING TIME REQUIRED FOR THE JUDGE

DURATION :	
------------	--

5. TIME REQUIRED FOR TESTIMONY OF WITNESSES IN THE CASE OF AN EVIDENTIARY HEARING (for details, see section 10)

DURATION :	
------------	--

6. PLEADINGS

	DURATION
APPLICANT	
RESPONDENT	
OTHER PARTY(IES)	
TOTAL DURATION OF PLEADINGS	

TOTAL DURATION OF THE HEARING: _____
(Calculate on the basis of 5 HRS a day)

Nº : _____

REPRESENTATIONS AND UNDERTAKINGS

I hereby declare that I am ready to proceed in accordance with the representations made herein.

I have also informed my client :

- of the content of the present declaration and of the policy of the Court to the effect that a postponement is to be granted only for serious reasons and that a postponement may result in an order to pay the costs of the opposing party caused thereby;
- that, in lieu of the hearing requested herein, it is possible to attempt to negotiate a partial or complete settlement of the matter through either private mediation or a settlement conference presided by a judge of the Superior Court.

REMINDER: the costs (fees and disbursements) related to the preparation of and attendance at the hearing requested, in accordance with the criteria indicated herein, must be proportionate in terms of the nature and the complexity of the motions (article 18 C.C.P.).

APPLICANT

RESPONDENT

OTHER PARTY(IES)

PART TWO: WITH EVIDENTIARY HEARING

7. ADMISSIONS

8. EXHIBITS COMMUNICATED TO BE USED FOR THE MOTION

EXHIBIT NUMBER ²	DESCRIPTION (or indicate only the exhibit number and attach a list of exhibits)	CONTENT ADMITTED	ADMISSION OF AUTHENTICITY WITHOUT ADMISSION OF CONTENT	ADMISSION OF RECEIPT WITHOUT ADMISSION OF CONTENT
APPLICANT				
RESPONDENT				
OTHER PARTY(IES)				

9. EXPERT REPORTS SUBMITTED FOR THE HEARING OF THE MOTION

² The parties should avoid duplicating exhibits; if an exhibit has been filed by a party, the other party should refer to said exhibit without filing it again. If more than one party has filed an exhibit, please indicate all of the numbers under which said exhibit has been filed.

N° : _____

The experts have reconciled their opinions in accordance with Art. 240 C.C.P. (check): YES ☐ NO ☐

If yes, please identify:

EXHIBIT NUMBER	NAME OF EXPERT	AREA OF EXPERTISE
-------------------	----------------	-------------------

APPLICANT

The party has communicated the curriculum vitae, statements of account and expert's current fee schedule³: YES ☐ (check)

RESPONDENT

The party has communicated the curriculum vitae, statements of account and expert's current fee schedule³: YES ☐ (check)

OTHER PARTY(IES)

The party has communicated the curriculum vitae, statements of account and expert's current fee schedule³: YES ☐ (check)

10. LIST OF WITNESSES

Note : Time estimates must be as serious and precise as possible in order to realistically assess the approximate time available for each party and the total duration of the hearing, although the duration of examinations and cross-examinations within the period of time available for each party may vary at the hearing.

WITNESSES	LANGUAGE (F/E)	INTER- PRETER	SUBJECT OF TESTIMONY	TIME NEEDED FOR EXAMINATION IN CHIEF	TIME NEEDED FOR CROSS-EXAMINATIONS (FOR EACH OF THE OTHER PARTIES)	TOTAL DURATION FOR WITNESS
APPLICANT						
ORDINARY WITNESSES						
EXPERT WITNESSES						
RESPONDENT						
ORDINARY WITNESSES						

³ Art. 17 of Regulation of the Superior Court of Québec in civil matters: "A party that produces an expert report must also produce the author's curriculum vitae and the invoice for the expert's fees up to that date and for the expert's fees to attend the trial."

N° : _____

EXPERT WITNESSES									
OTHER PARTY(IES)									
ORDINARY WITNESSES									
EXPERT WITNESSES									

11. The **APPLICANT** confirm that she/he has produced in the Court file the following written statements as per section 292 C.P.C.:

- NAME : _____	- DATE OF THE STATEMENT : _____	PRESENCE REQUIRED : ☐
- NAME : _____	- DATE OF THE STATEMENT : _____	PRESENCE REQUIRED : ☐
- NAME : _____	- DATE OF THE STATEMENT : _____	PRESENCE REQUIRED : ☐

12. The **RESPONDANT** confirm that she/he has produced in the Court file the following written statements as per section 292 C.P.C.:

- NAME : _____	- DATE OF THE STATEMENT : _____	PRESENCE REQUIRED : ☐
- NAME : _____	- DATE OF THE STATEMENT : _____	PRESENCE REQUIRED : ☐
- NAME : _____	- DATE OF THE STATEMENT : _____	PRESENCE REQUIRED : ☐

RÉSERVÉ AU JUGE OU AU GREFFIER SPÉCIAL

SUR LA FOI DES REPRÉSENTATIONS CI-DESSUS FAITES PAR LES PARTIES, L'AUDITION DE LA OU DES REQUÊTES (COTE(S) _____) EST FIXÉE POUR UNE DURÉE DE _____ JOURS.

DATE(S) DE L'AUDIENCE : _____
DU PALAIS DE JUSTICE DE _____.

SALLE _____

_____, LE _____ 201

SIGNATURE _____
HONORABLE (NOM) _____
OU GREFFIER SPÉCIAL (NOM) _____

N° : _____

RÉSERVÉ AU JUGE

MODIFICATIONS (À L'APPEL DU RÔLE, INDIQUER ICI LES CHANGEMENTS INTERVENUS DE NATURE À RÉDUIRE LES QUESTIONS EN LITIGE ET/OU LE TEMPS DE L'INSTRUCTION)

DATE(S) DE L'AUDIENCE : _____

SALLE _____

DU PALAIS DE JUSTICE DE _____

_____, LE _____ 201

SIGNATURE _____

HONORABLE (NOM) _____

SCHEDULE 8

JOINT DECLARATION FOR THE PURPOSE OF SCHEDULING A HEARING
LASTING MORE THAN TWO HOURS IN FAMILY MATTERS

SUPERIOR COURT
DISTRICT OF GATINEAU

FAMILY DIVISION

File number:

JOINT DECLARATION FOR THE PURPOSE OF SCHEDULING A HEARING
WITH PROOF AND ARGUMENT LASTING MORE THAN TWO HOURS
(Complete only the relevant sections)

1. THE PARTIES' NAMES
- THE LAWYERS' NAMES OR THE NAMES OF SELF-REPRESENTED PARTIES
(Include the mailing address, e-mail, telephone and fax numbers)

APPLICANT		
RESPONDENT		
CHILDREN OR OTHERS		

2. DESCRIPTION OF THE MOTION(S)
- Demand in modification of the accessory measures and interim measures

3. THE ISSUES TO BE DEALT WITH IN PRACTICE COURT

☐ Custody – Child Abduction

☐ Parental Alienation

☐ Access Rights

☐ International

☐ Child Support

☐ Spousal Support

☐ Special Expenses

☐ Undue Hardship

☐ The Husband's Income

☐ The Wife's Income

☐ The Child's Income

☐ Arrears

☐ The Husband is self employed

☐ The Wife is self employed

☐ Provision for costs

☐ Contempt of Court

☐ Other : _____

Is it a request to modify a judgment?

☐ Yes☐ No

Is a Safeguard Order in force?

☐ Yes☐ No

Does the case involve the *Act Respecting the Civil Aspects of International and Interprovincial Child Abduction*, R.S.Q., ch. A-23.01?

☐ Yes☐ No

4. NUMBER OF POSTPONEMENTS (Indicate the number of postponements of the motion, including those done pro forma) _____
5. EXHIBITS REQUIRED FOR THE MOTION

	Exhibit Number	Description	Admitted ☒	For Filing Only ☒
APPLICANT ☐ Previously Filed			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

	Exhibit Number	Description	Admitted ☒	For Filing Only ☒
RESPONDENT ☐ Previously Filed			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
CHILDREN OR OTHERS ☐ Previously Filed			☐	☐
			☐	☐

6. EXPERTS, REPORTS (where applicable)

The parties have used the Service d'expertises psychosociales of the Superior Court to obtain a joint psychosocial evaluation at no charge that has been filed into the Court record ☐ Yes ☐ No

The Applicant ☐ and/or the Respondent ☐ has/have the intention of examining the expert from the Service d'expertises psychosociales of the Superior Court at the hearing ☐ Yes ☐ No

If yes, explain why _____

The reports of any privately-engaged experts to be used for the motions have been communicated to the other parties (where applicable)

	Exhibit Number	Expert's Name	Area of Expertise	Qualification as an expert	
				Admitted	Not Admitted REASON
APPLICANT				☒	
				☐	
RESPONDENT				☐	
				☐	
CHILDREN OR OTHER				☐	
				☐	

7. SUGGESTED ADMISSIONS (for the hearing of the motion(s))

APPLICANT	1.	
	2.	
	3.	
RESPONDENT	1.	
	2.	
	3.	
CHILDREN OR OTHER	1.	
	2.	

8. LIST OF WITNESSES (N.B. - IF A WITNESS IS NOT IDENTIFIED, EXPLAIN WHY AND COMPLETE THE SECTION : SUBJECT OF THE TESTIMONY)

The APPLICANT will examine the following witnesses at the hearing :

Name	Subject of the testimony	French	English	Interpreter	Duration	
					in chief	cross examination
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		

		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
TOTAL						

The APPLICANT confirms that she/he has produced in the Court file the following written statements as per section 292 C.P.C.:

- Name :	- date of the statement :	Presence required : ☐
- Name :	- date of the statement :	Presence required : ☐
- Name :	- date of the statement :	Presence required : ☐

The RESPONDENT will examine the following witnesses at the hearing :

Name	Subject of the testimony	French	English	Interpreter	Duration	
					in chief	cross examination
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
TOTAL						

The RESPONDENT confirms that she/he has produced in the Court file the following written statements as per section 292 C.P.C.:

- Name :	- date of the statement :	Presence required : ☐
- Name :	- date of the statement :	Presence required : ☐
- Name :	- date of the statement :	Presence required : ☐

The CHILDREN OR OTHER PARTICIPANTS will examine the following witnesses at the hearing :

Name	Subject of the testimony	French	English	Interpreter	Duration	
					In chief	cross examination
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
TOTAL						

9. DURATION OF THE HEARING

READING TIME REQUIRED FOR THE JUDGE (affidavits or transcripts)	
---	--

DURATION OF THE ORAL EVIDENCE (in chief and cross examination)		ARGUMENT
Applicant		
Respondent		
Children or other		
SUB-TOTAL		
TOTAL FOR THE HEARING		

10. INCOME OF THE PARTIES

The Husband declares that his annual income is :

 \$

The Wife declares that her annual income is :

 \$

11. REPRÉSENTATIONS AND UNDERTAKINGS

I hereby declare that I am ready to proceed in accordance with the representations (and exhibits and experts' opinion, where applicable) made herein.

All forms and relevant documents required under the Code of Civil Procedure and the Rules of Practice in Family Matters have been updated, filed and communicated to the opposing party.

- ☐ Mediator's Report
- ☐ Schedule 1 duly completed
- ☐ Income Tax Return
- ☐ Art. 444 C.C.P.

I undertake to respect the hearing time indicated above for my proof and argument.

I have informed my client of the contents of the present declaration and of the policy of the Court to the effect that a postponement is to be granted only for serious reasons and that a postponement may result in an order to pay the costs of the opposing party caused thereby.

I have also informed my client that, in lieu of the hearing requested herein, it is possible to attempt to negotiate a partial or complete settlement of the matter through either private mediation or a settlement conference presided by a judge.

I believe that the costs (fees and disbursements) related to the preparation of and attendance at the hearing requested, in accordance with the criteria indicated herein, are proportionate in terms of the nature and the complexity of the motions (article 18 C.C.P.). IF NOT, INDICATE THE REASON.

And I have signed this _____

Attorney for Applicant, or Applicant

REPRESENTATIONS AND UNDERTAKINGS

I hereby declare that I am ready to proceed in accordance with the representations (and exhibits and experts' opinion, where applicable) made herein.

All forms and relevant documents required under the Code of Civil Procedure and the Rules of Practice in Family Matters have been updated, filed and communicated to the opposing party.

- ☐ Mediator's Report
- ☐ Schedule 1 duly completed
- ☐ Income Tax Return
- ☐ Art. 444 C.C.P.

I undertake to respect the hearing time indicated above for my proof and argument.

I have informed my client of the contents of the present declaration and of the policy of the Court to the effect that a postponement is to be granted only for serious reasons and that a postponement may result in an order to pay the costs of the opposing party caused thereby.

I have also informed my client that, in lieu of the hearing requested herein, it is possible to attempt to negotiate a partial or complete settlement of the matter through either private mediation or a settlement conference presided by a judge of the Superior Court.

I believe that the costs (fees and disbursements) related to the preparation of and attendance at the hearing requested, in accordance with the criteria indicated herein, are proportionate in terms of the nature and the complexity of the motions (article 18 C.C.P.). IF NOT, INDICATE THE REASON.

And I have signed this _____

Attorney for Respondent, or Respondent

REPRESENTATIONS AND UNDERTAKINGS

I hereby declare that I am ready to proceed in accordance with the representations (and exhibits and experts' opinion, where applicable) made herein.

All forms and relevant documents required under the Code of Civil Procedure and the Rules of Practice in Family Matters have been updated, filed and communicated to the opposing party.

- ☐ Mediator's Report
- ☐ Schedule 1 duly completed
- ☐ Income Tax Return

☐ Art. 444 C.C.P.

I undertake to respect the hearing time indicated above for my proof and argument.

I have informed my client of the contents of the present declaration and of the policy of the Court to the effect that a postponement is to be granted only for serious reasons and that a postponement may result in an order to pay the costs of the opposing party caused thereby.

I have also informed my client that, in lieu of the hearing requested herein, it is possible to attempt to negotiate a partial or complete settlement of the matter through either private mediation or a settlement conference presided by a judge.

I believe that the costs (fees and disbursements) related to the preparation of and attendance at the hearing requested, in accordance with the criteria indicated herein, are proportionate in terms of the nature and the complexity of the motions (article 18 C.C.P.). IF NOT, INDICATE THE REASON.

And I have signed this _____

Attorney for Children, or Other

Sur la foi des représentations ci-dessus faites par les parties, l'audition de la ou des requêtes (cote(s) _____) est fixée pour une durée de _____ jours.

Date(s) de l'audience : _____
du palais de justice de _____.

Salle _____

_____, le _____ 2016

Signature _____

Honorable (NOM) _____

ou Greffier spécial (NOM) _____

MODIFICATIONS (à l'appel du rôle, indiquer ici les changements intervenus de nature à réduire les questions en litige et/ou le temps de l'instruction)

Date(s) de l'audience : _____
du palais de justice de _____.

Salle _____

_____, le _____ 2016

Signature _____

Honorable (NOM) _____

SCHEDULE 9

LIST OF PERMANENT TEAMS LINKS TO VIRTUAL COURTROOMS

List of permanent Teams links to the virtual hearing rooms at the Gatineau Court house

COUR DU QUÉBEC
Chambre civile
Chambre criminelle et pénale
Chambre de la jeunesse

ET **COUR SUPÉRIEURE**
Chambre civile
Chambre familiale

Palais de justice de GATINEAU

SALLE	LIENS TEAMS VERS LA SALLE D'AUDIENCE
Preliminary calling of the roll – Family practice	<u>Rejoindre la réunion Microsoft Teams - Appel préliminaire</u> +1 581-319-2194 Canada, Quebec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 798 481 18# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1123699427 Autres instructions relatives à la numérotation VTC
1	<u>Rejoindre la réunion Microsoft Teams - SALLE #1 - Gatineau</u> +1 581-319-2194 Canada, Quebec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 779 345 642# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1119508246 Autres instructions relatives à la numérotation VTC
2	<u>Rejoindre la réunion Microsoft Teams - SALLE #2 - Gatineau</u> +1 581-319-2194 Canada, Quebec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 639 242 075# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1136723268 Autres instructions relatives à la numérotation VTC
3	<u>Rejoindre la réunion Microsoft Teams - SALLE #3 - Gatineau</u> +1 581-319-2194 Canada, Quebec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 198 909 882# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1196887411 Autres instructions relatives à la numérotation VTC
4	<u>Rejoindre la réunion Microsoft Teams - SALLE #4 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 828 988 551# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1118358267 Autres instructions relatives à la numérotation VTC

5	<u>Rejoindre la réunion Microsoft Teams - SALLE #5 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 590 096 273# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1129907136 Autres instructions relatives à la numérotation VTC
6	<u>Rejoindre la réunion Microsoft Teams - SALLE #6 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 963 605 099# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1111987071 Autres instructions relatives à la numérotation VTC
7	<u>Rejoindre la réunion Microsoft Teams - SALLE #7 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 119 362 313# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1155952994 Autres instructions relatives à la numérotation VTC
8	<u>Rejoindre la réunion Microsoft Teams - SALLE #8 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 625 988 335# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1117775842 Autres instructions relatives à la numérotation VTC
9	<u>Rejoindre la réunion Microsoft Teams - SALLE #9 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 793 415 116# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1187765954 Autres instructions relatives à la numérotation VTC
10	<u>Rejoindre la réunion Microsoft Teams - SALLE #10 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 658 940 530# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1179472427 Autres instructions relatives à la numérotation VTC

11	<u>Rejoindre la réunion Microsoft Teams - SALLE #11 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 312 121 807# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1155450622 Autres instructions relatives à la numérotation VTC
12	<u>Rejoindre la réunion Microsoft Teams - SALLE #12 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 730 237 006# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1126694164 Autres instructions relatives à la numérotation VTC
13	<u>Rejoindre la réunion Microsoft Teams - SALLE #13 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 412 414 030# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1173675504 Autres instructions relatives à la numérotation VTC
14	<u>Rejoindre la réunion Microsoft Teams - SALLE #14 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 313 427 982# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1160623024 Autres instructions relatives à la numérotation VTC
15	<u>Rejoindre la réunion Microsoft Teams - SALLE #15 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 162 958 062# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1141343959 Autres instructions relatives à la numérotation VTC
16	<u>Rejoindre la réunion Microsoft Teams - SALLE #16 - Gatineau</u> +1 581-319-2194 Canada, Québec (Numéro payant) (833) 450-1741 Canada (Numéro gratuit) ID de conférence : 994 738 757# Numéros locaux Réinitialiser le code confidentiel En savoir plus sur Teams Options de réunion Rejoindre à l'aide d'un dispositif de vidéoconférence teams@teams.justice.gouv.qc.ca ID de la conférence VTC : 1113711575 Autres instructions relatives à la numérotation VTC

SCHEDULE 10

INSTRUCTIONS – CALLING OF THE PROVISIONAL ROLL

Instructions – Calling of the Provisional Roll Virtual Courtroom #11

The purpose of these instructions is to facilitate the participation of attorneys and unrepresented parties in the calling of the provisional roll 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 10 minutes before the start of the calling of the roll (8:50 a.m.).
- 1.2. The calling of the roll takes place on the Microsoft Teams platform.

You have two options:

Download and install the Teams application.

You will then have access to all the features available on the platform.

Access 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 information to join the virtual calling of the roll in virtual courtroom #11 is as follows:

(a) **Using Teams:** Click on the permanent link for the courtroom

[Join the Microsoft Teams meeting - COURTROOM #11 - Gatineau](#)

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, other)

Persons who wish to attend a public hearing may simply enter “public”

(b) **By telephone:**

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

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

Conference ID: 312 121 807#

- 1.4. Once in the courtroom, if you used:
 - 1.4.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that appears 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, avoid the hands-free function.
- 1.5. If technical difficulties prevent you from reactivating your device's microphone, you must leave the call and re-connect.

2. Decorum

- 2.1. The provisional calling of roll using Teams is conducted in the same way as if you were in the courtroom.
- 2.2. Wait until the judge 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. 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. 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.

SCHEDULE 11
REQUEST FOR A SETTLEMENT CONFERENCE

CANADA

SUPERIOR COURT

PROVINCE OF QUÉBEC

DISTRICT OF

Nº:

Plaintiff

v.

Defendant

**Request of the Parties to the Judge Coordinator
for a Settlement Conference
(Art. 161 C.C.P.)**

Date:

1. **The Parties request** a settlement conference to assist them in reaching a final and mutually satisfactory solution to our dispute.
2. We believe that a negotiated solution is possible. **The Parties declare that they are ready and prepared** to undertake the necessary efforts to achieve such a solution.
3. The following is a summary of the facts and main issues:

FACTS:

ISSUES:

4. The parties' lawyers will be present at the settlement conference which will be held:

☐ in English ☐ in French ☐ Both

5. The estimated length of the hearing on the merits is _____ days
6. The monetary value in dispute is (if applicable) _____
7. We understand that the settlement conference **does not stay the proceeding** and that anything said, written or done during the settlement conference is confidential (163 C.C.P.).
8. Please list four dates when all the parties are available for a settlement conference:
- 1 - _____ 20 _____ 2 - _____ 20 _____
- 3 - _____ 20 _____ 4 - _____ 20 _____
- Please contact the *Maître des rôles* at 819-776-8100 extension 60372 or by email at:
maitredesroles-cs-gatineau@justice.gouv.qc.ca to be informed of the next available dates.
9. We all agree that the settlement conference be held:
- ☐ in person ☐ in virtual mode, by TEAMS ☐ one or the other
10. If the **case has already been scheduled for trial since more than 30 days**, you must contact the coordinating judge to inform him/her of any exceptional circumstances justifying your request for a settlement conference and indicating the date of the trial.
11. For **urgent requests**, you must contact the coordinating judge to inform him/her of the reasons justifying the urgency.

PLAINTIFF

Name of Plaintiff (in block letters)

Mtre. _____

Name of Attorney (in block letters)

Law firm

Phone (area code and no.): _____

Fax (area code and no.): _____

Email: _____

DEFENDANT

Name of Defendant (in block letters)

Mtre. _____

Name of Attorney (in block letters)

Law firm

Phone (area code and no.): _____

Fax (area code and no.): _____

Email: _____

Number of participants at the settlement conference for this Party _____ We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute. _____ Signature of the Party _____ Signature of Attorney	Number of participants at the settlement conference for this Party _____ We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute. _____ Signature of the Party _____ Signature of Attorney
---	---

<u>OTHER PARTY</u> _____ Name of other Party (in block letters) <u>Mtre.</u> _____ Name of Attorney for the Party (in block letters) _____ Law firm Phone (area code and no.): _____ Fax (area code and no.): _____ _____ Email: _____ Number of participants at the settlement conference for this Party _____	<u>OTHER PARTY</u> _____ Name of other Party (in block letters) <u>Mtre.</u> _____ Name of Attorney for the Party (in block letters) _____ Law firm Phone (area code and no.): _____ Fax (area code and no.): _____ _____ Email: _____ Number of participants at the settlement conference for this Party _____
---	---

We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute.

Signature of the Party

Signature of Attorney

We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute.

Signature of the Party

Signature of Attorney

Instructions for returning the form

1. Please make sure that all parties have in their possession the same Request duly completed and signed before returning it. No date will be fixed before the completed and signed Request is received.
2. Whether you are an attorney or a self-represented party, please provide your mailing address, telephone, fax and email information to facilitate rapid communication to schedule a date.
3. Please ensure that any handwritten Request is legible to avoid delays in processing.
4. Please return all pages of this Request to the Settlement Conference by email or regular mail to the Master of the rolls:

maitredesroles-cs-gatineau@justice.gouv.qc.ca

819-77-8100 extension 60472

17 Laurier street, Gatineau (Québec)

J8X 4C1

SCHEDULE 12

NOTICE TO WITNESS (COURTROOM IDENTIFIED)

SUPERIOR COURT VIRTUAL HEARING
WITNESS NOTICE – EMAIL TEMPLATE
Hearing room identified

How to use this email template

- ☐ Copy and paste the text below into an email.
- ☐ Fill in the information which is highlighted in green.
- ☐ Attach the following document to the email: "Witness - Information on virtual hearings"
- ☐ Send the email to the witness.

Re: You are required to testify in the case names of the parties OR initials of the parties in a family matter (file number)

Dear Madam, Dear Sir,

At the request of name of calling party, you are required to attend a Superior Court hearing to testify in the above-mentioned case.

This hearing will be held virtually over the Internet:

On: Date of hearing

At: Time of hearing

Link to access the hearing in video mode: TEAMS link

To access the hearing room in audio mode (telephone): Dial 1-833-450-1741 and dial the following **Conference ID:** 9-digit conference ID (DO NOT provide the 10-digit number)

You must have in your possession the following documents:

COMPLETE AS SOON AS POSSIBLE

You must contact me at this email address to:

- ☐ Confirm you have received this call to appear.
- ☐ Confirm your availability on the day of the hearing.
- ☐ Provide a telephone number where I can reach you, if needed.

- To let me know if you wish to send me in advance the documents you are asked to have in your possession; otherwise, you must be able to send them electronically to the parties and to the court, when you appear.

REMAIN AVAILABLE FOR THE ENTIRE HEARING

It is impossible to predict the exact time your testimony will be heard. You must therefore remain available for the entire duration of the hearing.

You will receive a call or text message (SMS) a few minutes before the start of your testimony. That is your signal to connect to the virtual courtroom.

HOW TO PREPARE AND CONNECT TO THE VIRTUAL HEARING

Attached, you will find a document that contains important information on how to prepare for the hearing.

It also details how to connect to the virtual courtroom.

Thank you for your cooperation.

Name and contact information of the sender of the notice

SCHEDULE 13

NOTICE TO WITNESS (COURTROOM UNIDENTIFIED)

SUPERIOR COURT VIRTUAL HEARING
WITNESS NOTICE – EMAIL TEMPLATE
Hearing room not identified

How to use this email template

- ☐ Copy and paste the text below into an email.
- ☐ Fill in the information which is highlighted in green.
- ☐ Attach the following document to the email: "Witness - Information on virtual hearings"
- ☐ Send the email to the witness.

Re: You are required to testify in the case **names of the parties OR initials of the parties in a family matter (file number)**

Dear Madam, Dear Sir,

At the request of **name of calling party**, you are required to attend a Superior Court hearing to testify in the above-mentioned case.

This hearing will be held virtually over the Internet:

On: **Date of hearing**

At: **Time of hearing**

Link to access the hearing in video mode: You will receive, on or before the morning of the hearing date, an email in which you will find the link to access the hearing room.

To access the hearing room in audio mode (telephone): Dial 1-833-450-1741 and dial the conference ID which will be transmitted to you, by email or telephone, on or before the morning of the hearing date.

You must have in your possession the following documents:

COMPLETE AS SOON AS POSSIBLE

You must contact me at this email address to:

- ☐ Confirm you have received this call to appear.

- ❑ Confirm your availability on the day of the hearing.
- ❑ Provide a telephone number where I can reach you, if needed.
- ❑ To let me know if you wish to send me in advance the documents you are asked to have in your possession; otherwise, you must be able to send them electronically to the parties and to the court, when you appear.

REMAIN AVAILABLE FOR THE ENTIRE HEARING

It is impossible to predict the exact time your testimony will be heard. You must therefore remain available for the entire duration of the hearing.

You will receive a call or text message (SMS) a few minutes before the start of your testimony. That is your signal to connect to the virtual courtroom.

HOW TO PREPARE AND CONNECT TO THE VIRTUAL HEARING

Attached, you will find a document that contains important information on how to prepare for the hearing.

It also details how to connect to the virtual courtroom.

Thank you for your cooperation.

Name and contact information of the sender of the notice

SCHEDULE 14

INFORMATION DOCUMENT FOR WITNESSES AT A VIRTUAL HEARING



Preparing to testify at a virtual hearing

BEFORE THE VIRTUAL HEARING

Prepare your equipment

Device. You must use a device that allows you to communicate through video: a smartphone, tablet, laptop or a desktop computer with a webcam.

Make sure your audio and video work well. You can make test calls with an application you already know like Facetime, Messenger, Zoom, Teams or Skype.

Internet Connection. You need a minimum Internet download and upload speed of 10 Mbps. You can check your connection speed here: www.speedtest.net.

Webcam. The webcam you use must be stable and allow participants to be eye level with you.

Headphones. It is advisable to use headphones for more comfort and to hear the other participants better.

Chair and useful items. Prepare a comfortable chair to sit on. The hearing can take several hours. Make sure to also have useful items on hand like paper, a pencil, a glass of water, your glasses, etc.

Choose a quiet and closed room

Choose a closed room that is sufficiently soundproof to prevent others from hearing you. Make sure you have an appropriate background (what we will see behind you).

Please note that you must be alone in the room when you testify.

Take measures to protect children

If you are alone with a child on the day of your testimony, the child must be old enough to be left alone for short periods. You can ask for your testimony to be paused every 15 or 30 minutes to check in on your child.

If your child has to attend remote classes or do homework, make sure they can do it on their own electronic device. Also make sure that your Internet connection is fast enough for both devices.

If your child is too young to be left alone, try to find someone to take care of them during your testimony. If this is not possible, please notify the judge ASAP. The judge will take the necessary measures.

TO JOIN THE VIRTUAL HEARING ROOM

The virtual hearing will take place on the "Microsoft Teams" platform.

You may:

- **Download and install the Teams application.**
This will give you access to all of the platform's features.
- **Access the virtual hearing room directly in your browser, without downloading and installing the Teams application.**
However, you will not have access to all of the platform's features. For example, you will only be able to see one participant at a time.
Please note: You must use Chrome or Microsoft Edge Chromium. Do not use Internet Explorer or Firefox.

Connect at least 5 minutes before the start of the hearing

The process is simple. You must:

1. Click on the link you received by email from the judge or court clerk.
2. Enter your name when asked.
3. Click on "Join now."
4. If the site asks, you must select "Join as guest."
5. Wait for the judge or court clerk to let you into the hearing room.

We recommend that you turn off your microphone and camera once you are in the room by clicking on the icons that will appear on the screen.

Testing your connection to the Teams platform

The Court recommends that you test your connection and familiarize yourself with the Teams platform.

For assistance, please call 1 514 393-2537 or 1 866 423-3248.

That is also where you will find the contact information of the support desk that will help you with any technical problems.

Information document for witnesses who must participate in a virtual or semi-virtual hearing before the Superior Court of Québec – Updated October 2020

Connecting by phone (audio only)

If you are not able to use video, you may join the virtual hearing by phone. In this case, you must:

1. Dial 1 581 319-2194 (if your area code is 418) or 833 450-1741 (other area codes, toll-free).
2. When asked, enter the 9-digit conference ID you received by email from the judge or court clerk, followed by the pound key.

IMPORTANT REMINDERS BEFORE YOU TESTIFY

- If you are planning to use a wireless Internet connection (WiFi), make sure you have the password.
- Plug your device into a socket or make sure you have enough battery power if your device is not plugged in.
- Even though you are testifying virtually, you must wear appropriate attire.
- Make sure to have useful items on hand like paper, a pencil, a glass of water, your glasses, etc.
- For any questions on how to use the Teams platform, please consult the Microsoft Teams User Guide for the General Public published by Justice Québec (<https://www.justice.gouv.qc.ca/en/judicial-system/virtual-courtroom-hearings>).

Finally, be assured that the virtual room in which the hearing is held is secure. You can trust the technology used. So far, users have been pleasantly surprised.

Thank you for your cooperation.

SCHEDULE 15

JOINT TRIAL PLAN

CANADA

PROVINCE OF QUEBEC
DISTRICT OF GATINEAU

SUPERIOR COURT
(_____ DIVISION)

No:

Plaintiff

v.

Defendant

-and-

Interested person

-and-

Impleaded party

JOINT TRIAL PLAN

1. Contact information of counsel and unrepresented parties

Plaintiff	
Defendant	
Other parties	

2. Remaining issues in dispute

Plaintiff :

Defendant :

Other parties :

3. Conclusions sought by each party

Conclusions sought by Plaintiff

Conclusions sought by Defendant

Conclusions sought by the other parties

4. Evidence

Admissions :

Anticipated objections :

5. Exhibits

Up to this date, Plaintiff has filed the following exhibits :

Up to this date, Defendant has filed the following exhibits :

Parties undertake to exchange and file all relevant exhibits at least 15 days before the hearing and file a joint list of admissions relating to the exhibits at least 10 days before the hearing.

6. Testimonial evidence :

Plaintiff's evidence				
Date and time	Name of witness	In person – virtual – telephone	Duration	Duration of cross-examination
Defendant's evidence				
Date and time	Name of witness	In person – virtual – telephone	Duration	Duration of cross-examination

Rebuttal evidence(if necessary)				
Date and time	Name of witness	In person – virtual- telephone	Duration	Duration of cross- examination
Arguments				
Date and time	Avocat/UP	Duration		

In family matters only**7. Lettre procureur aux enfants**

Up to this date, counsel to the children has transmitted letters dated :

-;

-;

These letters and any subsequent letters will be filed at the hearing.

We are confirming that :

- The support determination forms are completed and up-to-date, and they contain a statement of the parties' assets and liabilities;
- In Divorce matters, the statements of the patrimony and the partnership of acquests are up-to-date and complete;

Gatineau, on _____

Gatineau, on _____

SCHEDULE 16

SCHEDULE FOR CIVIL PRACTICE SESSIONS

SESSIONS OF CIVIL PRACTICE May 2021 to August 2021

Sessions of practice
Monday May 10, 2021
Tuesday May 25, 2021
Monday June 7, 2021
Monday June 21, 2021
SUMMER 2021
Tuesday July 6, 2021
Tuesday July 20 2021
Tuesday August 3, 2021
Tuesday August 17, 2021

SESSIONS OF CIVIL PRACTICE September 2021 to June 2022

Sessions of practice
Tuesday September 7, 2021
Monday September 20, 2021
Monday October 4, 2021
Monday October 18, 2021
Monday November 1, 2021
Monday November 15, 2021
Monday November 29, 2021
Monday December 13, 2021
Wednesday January 5, 2022
Monday January 17, 2022
Monday January 31, 2022
Monday February 14, 2022
Monday February 28, 2022
Monday March 14, 2022
Monday March 28, 2022
Monday April 11 avril, 2022
Monday April 25 avril, 2022
Monday May 9, 2022
Monday May 23, 2022
Monday June 6, 2022
Monday June 20, 2022

SCHEDULE 17
INSTRUCTIONS - CALLING OF THE ROLL
CIVIL PRACTICE SESSIONS

Instructions for the Calling of the Roll of Civil Practice Sessions

Virtual Courtroom #3

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 10 minutes before the start of the calling of the roll (8:50 a.m.).
- 1.2. The calling of the roll takes place on the Microsoft Teams platform.

You have two options:

Download and install the Teams application

You will then have access to all the features available on the platform.

Access 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 information to join the virtual calling of the roll in virtual courtroom #3 is as follows:

(a) **Using Teams:** Click on the permanent link for Virtual Courtroom #3:

[Join the Microsoft Teams Meeting – COURTROOM #3 - Gatineau](#)

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, other)

Persons who wish to attend a public hearing may simply enter "public"

(b) **By telephone:**

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

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

Conference ID: 198 909 882#;

1.4. Once in the courtroom, if you used:

1.4.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that appears 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, avoid the hands-free function.

1.5. If technical difficulties prevent you from reactivating 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 a courtroom.

2.2. Wait until the judge 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. 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: <http://roles.tribunaux.qc.ca/> . **Note** that the rolls on this site are not always up-to-date and the position of your case on the roll may change.

3.4. Before speaking, attorneys should identify themselves by their name and surname. Unrepresented parties should 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 agree in advance on the information to be given to the judge 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 attending the calling of the roll for the postponement of a case, they must send an email to (rolecourdepratique.gatineau@justice.gouvqc.ca) to that effect by 4:00 p.m. the working day before the date of presentation, indicating the date of the session to which they wish to postpone the case.

- 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. If no one comes forward for a case, it will be postponed without a set date (*sine die*).
- 4.8. 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 they will be heard.

5. Application to proceed by default

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

6. Notice of presentation

- 6.1. When you file a new notice of presentation for an application that has already been 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 after the calling of the roll.

SCHEDULE 18

NOTICE OF PRESENTATION – CIVIL PRACTICE

CANADA
PROVINCE DE QUÉBEC
DISTRICT DE GATINEAU

SUPERIOR COURT
(Civil Division)

N° : 550- _____

Plaintiff

Defendant

**NOTICE OF PRESENTATION
CIVIL PRACTICE (ROOM # 3)**

1. PRESENTATION OF THE APPLICATION

TAKE NOTICE that _____ will be presented in the Civil Practice Division of the Superior Court, in virtual courtroom # 3 of the Gatineau Courthouse, 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 courtroom # 3 are as follows :

a) **Using Teams:** to open the permanent link established for courtroom #3¹ (copy/paste the link (Word format) for courtroom # 3):

Rejoindre la réunion Microsoft Teams - SALLE #3 - Gatineau

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:

¹ The list of the permanent Teams hyperlinks to the virtual hearing rooms of the Gatineau Courthouse is attached to these Directives (Schedule 9). It is also published on the Superior Court of Quebec website and on the Barreau de l'Outaouais website.

- 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: 198 909 882#

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

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.

Gatineau, this _____ 20_____.

Mtre.

Attorney for

Email:

Tel.

SCHEDULE 19
SCHEDULE OF FAMILY PRACTICE SESSIONS

SESSIONS OF FAMILY PRACTICE – DISTRICT OF GATINEAU

May 2021 to August 2021

Preliminary calling of the roll	Practice sessions
Monday May 10, 2021	Tuesday May 11, 2021
Tuesday May 24, 2021	Wednesday May 26, 2021
Monday June 7, 2021	Tuesday June 8, 2021
Monday June 21, 2021	Tuesday June 22, 2021
ÉTÉ	
Tuesday July 6, 2021	Wednesday July 7, 2021
Tuesday July 20, 2021	Wednesday July 21, 2021
Tuesday August 3, 2021	Wednesday August 4, 2021
Tuesday August 17, 2021	Wednesday August 18, 2021

FAMILY PRACTICE SESSIONS – DISTRICT OF GATINEAU

September 2021 to June 2022

Preliminary calling of the roll	Practice sessions
Tuesday September 7, 2021	Thursday September 9, 2021
Monday September 20, 2021	Tuesday September 21, 2021
Monday October 4, 2021	Tuesday October 5, 2021
Monday October 18, 2021	Tuesday October 19, 2021
Monday November 1, 2021	Tuesday November 2, 2021
Monday November 15, 2021	Tuesday November 16, 2021
Monday November 29, 2021	Tuesday November 30, 2021
Monday December 13, 2021	Tuesday December 14, 2021
Wednesday January 5, 2022	Thursday January 6, 2022
Monday January 17, 2022	Tuesday January 18, 2022
Monday January 31, 2022	Tuesday February 1, 2022
Monday February 14, 2022	Tuesday February 15, 2022
Monday February 28, 2022	Tuesday March 1, 2022
Monday March 14, 2022	Tuesday March 15, 2022
Monday March 28, 2022	Tuesday March 29, 2022
Monday April 11, 2022	Tuesday April 12, 2022
Monday April 25, 2022	Tuesday April 26, 2022
Monday May 9, 2022	Tuesday May 10, 2022
Tuesday May 24, 2022	Wednesday May 25, 2022
Monday June 6, 2022	Tuesday June 7, 2022
Monday June 20, 2022	Tuesday June 21, 2022

SCHEDULE 20
AGREEMENT DETERMINING SUPPORT

**C A N A D A
PROVINCE OF QUÉBEC
DISTRICT OF GATINEAU**

**S U P E R I O R C O U R T
(Family Division)**

NO.:

RATIFIES the agreement entered into by
the parties and ORDERS the parties to
abide by its terms:

Gatineau, on _____

Judge or Special Clerk

c.

Plaintiff

Defendant

**AGREEMENT REGARDING SUPPORT
SAFEGUARD ☐**

Parties, through their undersigned attorneys, agree as follows:

☒ Parties agree to fix monthly support payable by _____ for ☐ the
child/children OR ☐ payable for _____ at the amount of \$ _____
starting on _____ and until _____;

The whole, without any prejudice nor admission, subject to the parties' rights;

SIGNED in GATINEAU, on _____

Attorney for Plaintiff
(complete name and signature)

Attorney for Defendant
(complete name and signature)

SCHEDULE 21
AGREEMENT TO SUSPEND SUPPORT

**PROVINCE OF QUEBEC
DISTRICT OF GATINEAU**

**S U P E R I O R C O U R T
(FAMILY DIVISION)**

NO.:

RATIFIES the agreement entered into
by the parties and ORDERS them to
abide by its terms
Gatineau, on _____

Judge or special clerk

c.

Plaintiff

Defendant

**AGREEMENT REGARDING SUPPORT
SAFEGUARD ☐**

Parties, through their undersigned attorneys, agree as follows:

- ☐ Parties agree to suspend the payment of the monthly child support, arrears of child support and all enforcement, collection and distribution measures of said child support, starting on _____ and until _____;
- ☐ Parties agree to suspend the payment of the current child support only, starting on _____ and until _____;
- ☐ Parties agree to reduce the payment of support payable for ☐ the child/children OR ☐ for _____ to a monthly amount of \$ _____ starting _____ and until _____;

The whole, without any prejudice nor admission, subject to the parties' rights;

SIGNED IN GATINEAU, on _____

Attorney for the Plaintiff
(complete name and signature)

Attorney for the Defendant
(complete name and signature)

SCHEDULE 22

AGREEMENT TO EXTEND A SAFEGUARD ORDER

**C A N A D A
PROVINCE OF QUÉBEC
DISTRICT OF GATINEAU**

**S U P E R I O R C O U R T
(Family Division)**

NO.:

RATIFIES the agreement entered into by
the parties and ORDERS the parties to
abide by its terms:

Gatineau, on _____

Judge or Special Clerk

c.

Plaintiff

Defendant

**EXTENTION OF A COURT ORDER
SAFEGUARD ☐**

Parties, through their undersigned attorneys, agree as follows:

☒ Parties agree to extend the interim ☐ / safeguard ☐ Court order rendered on
_____ until _____;

The whole, without any prejudice nor admission, subject to the parties' rights;

SIGNED in GATINEAU, on _____

Attorney for Plaintiff
(complete name and signature)

Attorney for Defendant
(complete name and signature)

SCHEDULE 23

AGREEMENT TO APPOINT COUNSEL FOR THE CHILD

S U P E R I O R C O U R T
(Family Division)

RATIFIES the agreement entered into by the parties and ORDERS the parties to abide by its terms:

C.

Defendant

CONSENT TO APPOINT AN ATTORNEY TO THE CHIL/CHILDREN

☒ APPOINT ME _____ as the attorney for the child/children:

Parties agree to equally share the fees between themselves.

☐ The whole, retroactively to _____;

The whole, without any prejudice nor admission, subject to the parties' rights;

SIGNED in GATINEAU, on _____

Attorney for Defendant
(complete name and signature)

Attorney for the child(ren)
(complete name and signature)

SCHEDULE 24
DEMAND TO HOMOLOGATE AN AGREEMENT

CANADA
PROVINCE OF QUEBEC
DISTRICT OF GATINEAU
NO:

SUPERIOR COURT
(Family Division)

Plaintiff,

c.

Defendant

DEMAND FOR HOMOLOGATION

Considering the :

☐ Finale Agreement

or

☐ Safeguard Agreement

PLEASE NOTE that the Demand for _____ is referred to:

☐ to the special clerk for judgment on Agreement
(which concerns custody/parental time, choice
of school, child/spousal support, etc.)

or

☐ to a judge for judgment on Finale Agreement
(Divorce or Separation from Bed and Board)

SIGNED in GATINEAU, on _____

Me _____
Attorney for _____

SCHEDULE 25
CONSENT TO PSYCHOSOCIAL ASSESSMENT

C A N A D A

S U P E R I O R C O U R T
(Family Division)

PROVINCE OF QUÉBEC
DISTRICT OF GATINEAU

Plaintiff

NO.:

VS.

Defendant

CONSENT TO PSYCHOSOCIAL EVALUATION AND CONSULTATION OF RECORDS

We, the undersigned, hereby consent that an evaluation by an expert of the *Service d'expertise psychosociale* of an institution governed by the Act respecting health and social services (CQLR, c. S-4.2) with respect to our minor child(ren):

(given name and surname of the child)

(given name and surname of the child)

(given name and surname of the child)

(given name and surname of the child)

We consent to cooperate with the holding of interviews with each one of us and our child(ren), as well with other members of our respective families, if required by the expert.

We consent that the expert may consult and obtain a copy of the Court file, including medical reports and files kept under seal in accordance with section 16 of the Regulation of the Superior Court in civil matters (CQLR, c. C-25,01, r. 0.2.1.).

We also consent that the expert may communicate with the persons, professionals or institutions hereinafter named and, if need be, obtain a copy of all the files necessary and relevant to the preparation of his or her report.

Lastly, we understand that the expert's report will be deposited under seal in the Court file, subject to our right to examine the expert and introduce any additional evidence.

AND WE HAVE SIGNED IN _____, on _____

Counsel for the plaintiff

Plaintiff

Counsel for the defendant

Defendant

CONSENT OF THE MINOR CHILD(REN) OF 14 YEARS OF AGE OR OLDER

I consent that an evaluation be conducted by an expert of the *Service d'expertise psychosociale*, and that he or she be given access to and be provided copies of the above file.

Counsel for the child

Minor child of 14 years of age or older

Counsel for the child

Minor child of 14 years of age or older

**WRITE IN BLOCK LETTERS
PARTIES**

FATHER

Name and surname
Date of birth
Address, City and postal code
Phone home and work
Cellphone
Email

MOTHER

Name and surname
Date of birth
Address, City and postal code
Phone home and work
Cellphone
Email

LAWYERS

Name and surname
Address, City and postal code
Phone home and work
Email

Name and surname
Address, City and postal code
Phone home and work
Email

CHILD(REN)

Name and surname	Date of birth	Phone
Address		Name of lawyer
Name and surname	Date of birth	Phone
Address		Name of lawyer

SCHEDULE 26

NOTICE OF PRESENTATION – FAMILY PRACTICE

CANADA
PROVINCE DE QUÉBEC
DISTRICT DE GATINEAU

SUPERIOR COURT
(Family Division)

N° : 550- _____

Plaintiff

Defendant

NOTICE OF PRESENTATION
FAMILY PRACTICE

1. PRESENTATION OF THE APPLICATION

TAKE NOTICE that the demand _____ will be presented in the Family Practice Division of the Superior Court, in a courtroom to be determined of the Gatineau Courthouse, the _____ 20 __, at 9:00 a.m., or as soon as counsel may be heard.

You must participate to the virtual calling of the preliminary roll which is held the day prior to the presentation of the demand, namely on _____ at 9:30 a.m. in the virtual hearing room created specifically for the calling of the preliminary roll. **If you are not represented by a lawyer, you must present yourself in the virtual hearing room created specifically for the calling of the preliminary role at 8:30 am to register your presence and receive instructions from the special clerk to enable you to participate to the calling of the preliminary roll.**

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

The coordinates to join the calling of the preliminary calling of the roll are as follows:

- a) **Using Teams:** by clicking on the link corresponding to the courtroom:¹

¹ The list of the permanent Teams hyperlinks to the virtual hearing rooms of the Gatineau

Rejoindre la réunion Microsoft Teams - Appel préliminaire

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: 798 481 18#

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

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. HOW TO JOIN THE VIRTUAL ROOM FOR THE ROLL IN PRACTICE DIVISION

a) Using Teams : by clicking on the link corresponding to the courtroom².

Rejoindre la réunion Microsoft Teams - SALLE #3 - Gatineau

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

Courthouse is attached to these Directives (Schedule 9 which you can download by clicking [here](#)). It is also published on the Barreau de l'Outaouais website.

² La liste des liens Teams de toutes les salles d'audience du Palais de Justice de Gatineau sont annexés aux présentes directives (annexe 9 que vous pouvez télécharger en cliquant [ici](#)). La liste est également publiée sur le site Internet du Barreau de l'Outaouais.

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

Conference ID: 198 909 882#

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

5. OBLIGATIONS

5.1 *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).

5.2 *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).

5.3 *Demand for a safeguard measure*

TAKE NOTICE that if the demanding party seeks a safeguard measure, you must communicate your position to that party your position and if you oppose the demand, you must file your sworn declaration in reply (**4 pages maximum**) and the evidence supporting it, by 4:30 the Friday preceding the preliminary calling of the roll, at the latest.

5.4 *Spousal support*

Please note that if the application seeks spousal support, you must notify and file your statement of income and expenses and balance sheet in accordance with Form III published on the Quebec Superior Court website at least 5 days before the date of the presentation of the application.

5.5 *Child Support*

TAKE NOTICE that you must serve to the undersigned attorney and deposit in the Court's file, **AT LEAST FIVE (5) DAYS** before the preliminary call the following documents:

- The Child Support Determination Form (Schedule 1) duly completed and signed including your declaration regarding the required information as prescribed by section 444 C.p.c.;
- The prescribed documents as per section 443 C.p.c., namely:
 - Proof of all your income for the current year;

- Your complete Federal and Provincial Income Tax Returns for the last fiscal year;
- The financials statements of any business in which you hold interests and/or proof of your self-employment income;
- The statement of income and expenses relating to any rental property that you own;

Otherwise, we may, at the discretion of the Court, proceed by default on the Demand for Child Support based the documents already in our possession.

PLEASE GOVERN YOURSELF ACCORDINGLY.

Gatineau, this _____ 20_____.

Mtre.
Attorney for
Email:
Tel:

SCHEDULE 27
INSTRUCTIONS – PRELIMINARY CALLING OF THE ROLL
FAMILY PRACTICE SESSIONS

INSTRUCTIONS

Preliminary Calling of the Roll of Family Practice Sessions in the Courtroom named “Preliminary Calling of the Roll of Family Practice”

The purpose of these instructions is to facilitate the participation of attorneys and unrepresented parties in the preliminary 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 9:30 a.m., but you must connect at least ten minutes before the start of the calling of the roll (8:50 a.m.).

1.2. The courtroom opens at 8:30 a.m. for the following purposes:

- To deal with request to add an application to the roll;
- To deal with request for postponement;
- To allow unrepresented parties to register themselves before the beginning of the preliminary calling of the roll;

1.3 The preliminary calling of the role takes place on the Microsoft Teams platform.

You have two options:

Download and install the Teams application.

You will then have access to all the features available on the platform.

Access the virtual courtroom directly on the web, without downloading or installing the Teams application.

Not all the features of the platform will be available to you in this case. For example, you will see only one participant at a time on your screen.

Important: Please use one of the following browsers: Chrome or Microsoft Edge Chromium. DO NOT use Explorer or Firefox.

1.4. The login information to attend the virtual calling of the roll is as follows:

(a) **Using Teams:** Click on the permanent connection link for the Preliminary Calling of the Roll - Family Practice courtroom.

Join the Microsoft Teams meeting - Preliminary calling of the roll

Then enter your name and click “Join Now.”

To facilitate the process of identification of the 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, other)

(b) By telephone:

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

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

Conference ID: 798 481 18#

1.5. Once in the courtroom, if you used:

- 1.5.1. the permanent Teams connection link, you must turn off your microphone by clicking on the  icon that appears on the screen.
- 1.5.2. 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, avoid the hands-free function.
- 1.6. If technical difficulties prevent you from reactivating 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 intervening.
- 2.3. To avoid disrupting communication, choose a private, quiet space that is not likely to create noise.
- 2.4. 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: <http://roles.tribunaux.qc.ca/>
Note that the rolls on this site are not always up-to-date and the position of your case on the roll may change.
- 3.4. Before speaking, attorneys should identify themselves by their name and surname. Unrepresented parties should identify themselves by their surname only.

4. Instructions for the parties

- 4.1. If the parties wish to avoid attending the calling of the roll for the postponement of a case, they must send an email to courpratique-remise@justice.gouv.qc.ca to that effect at the attest at 12:00 the working day before the date of presentation.
- 4.2. You must agree 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. During the calling of the roll, you must be able to provide succinct instructions for the next steps in your case.
- 4.4. If you are not ready to give your instructions when your case is called, the case will be placed at the end of the roll.
- 4.5. 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.
- 4.6. If no one comes forward for a case, it will be postponed without a set date (*sine die*).

5. *In camera* hearings and confidentiality

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

6. Application to proceed by default

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

7. Notice of presentation

- 7.1. When you file a new notice of presentation for an application that has already been 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 before the beginning of the preliminary calling of the roll.

SCHEDULE 28

SCHEDULE OF BANCRIPTCY AND INSOLVENCY PRACTICE SESSIONS

**SESSIONS – BANCRIPTCY AND INSOLVENCY –
DISTRICT OF GATINEAU
MAY 2021 TO JUNE 2022**

SESSIONS
Tuesday May 25, 2021
Monday June 21, 2021
Wednesday September 1, 2021
Wednesday September 29, 2021
Wednesday October 27, 2021
Wednesday November 24, 2021
Wednesday December 15, 2021
Wednesday January 26, 2022
Wednesday February 23, 2022
Wednesday March 23, 2022
Wednesday April 27, 2022
Wednesday May 25, 2022
Wednesday June 22, 2022

SCHEDULE 29

DIRECTIVES CONCERNING THE USE OF TECHNOLOGIES DURING HEARINGS
AT THE SUPERIOR COURT, THE COURT OF QUEBEC AND MUNICIPAL
COURTS

LIGNES DIRECTRICES CONCERNANT L'UTILISATION DES TECHNOLOGIES DURANT LES AUDIENCES

Cour supérieure, Cour du Québec et cours municipales – 19 juin 2020

Les principes

- ❖ Le juge peut, à sa discrétion :
 - rendre toute ordonnance visant à assurer le respect du décorum et du bon ordre ainsi que le bon déroulement de l'audience;
 - autoriser, suivant les modalités qu'il détermine, toute dérogation aux présentes lignes directrices sur demande expresse à cet effet.
- ❖ Un appareil électronique est un équipement doté d'une ou de plusieurs fonctions visées par les lignes directrices, dont les téléphones cellulaires, les montres intelligentes, les tablettes électroniques, les ordinateurs et tout autre équipement que le juge considère comme tel.
- ❖ Les présentes lignes directrices s'appliquent, avec les adaptations nécessaires, à toute audience, autant celle ayant lieu dans une salle du palais de justice que celle tenue dans une salle virtuelle¹.
- ❖ Tout manquement aux présentes lignes directrices est susceptible de faire l'objet d'une poursuite pour outrage au tribunal.

L'interdiction générale pour un témoin ou un membre du public

- ❖ Un témoin ou un membre du public assistant à l'audience dans une salle du palais de justice ne peut utiliser un appareil électronique qui doit, en conséquence, être éteint. Il ne peut non plus manipuler un tel appareil d'une manière laissant présager son utilisation.
- ❖ Un témoin ou un membre du public assistant à une audience en salle virtuelle peut utiliser un appareil électronique uniquement pour accéder à celle-ci. Il est interdit de prendre des photographies, d'effectuer des captures d'écran ou de procéder à un enregistrement sonore ou vidéo d'une audience tenue en salle virtuelle.

Les règles visant une partie ou un avocat

Un avocat ou une partie peuvent, en s'assurant de respecter le décorum et les ordonnances en vigueur sans nuire au bon ordre, au déroulement de l'audience ni au système d'enregistrement numérique :

- ❖ garder en mode vibration ou discrétion, un appareil électronique;

¹ Cliquez [ici](#) pour accéder au guide d'utilisation des salles virtuelles.

- ❖ utiliser un appareil électronique exclusivement pour les besoins d'un dossier, notamment pour participer à l'audience se déroulant dans une salle virtuelle, rédiger ou consulter des notes, un agenda, la doctrine, la législation ou la jurisprudence;
- ❖ diffuser ou communiquer de courts messages textes, des observations, des informations et des notes.

Il est par contre toujours interdit à un avocat ou une partie :

- ❖ d'effectuer un appel téléphonique ou d'y répondre;
- ❖ de prendre des photographies, d'effectuer des captures d'écran ou de procéder à un enregistrement sonore ou vidéo.

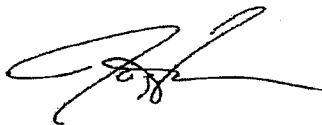
Les règles visant un journaliste reconnu

Un journaliste reconnu peut, en s'assurant de respecter le décorum et les ordonnances en vigueur sans nuire au bon ordre, au déroulement de l'audience ni au système d'enregistrement numérique :

- ❖ garder en mode vibration ou discrétion un appareil électronique;
- ❖ utiliser un appareil électronique exclusivement pour les besoins d'un dossier, notamment pour assister à l'audience en salle virtuelle, rédiger ou consulter des notes, un agenda, la doctrine, la législation ou la jurisprudence;
- ❖ diffuser ou communiquer de courts messages textes, des observations, des informations et des notes;
- ❖ procéder à l'enregistrement sonore d'une audience devant les tribunaux (Cour supérieure, Cour du Québec et cours municipales).

Il est par contre toujours interdit au journaliste :

- ❖ d'effectuer un appel téléphonique ou d'y répondre;
- ❖ de prendre des photographies, d'effectuer des captures d'écran ou de procéder à un enregistrement vidéo;
- ❖ de diffuser un enregistrement sonore d'une audience.



Jacques R. Fournier
Juge en chef de la Cour supérieure



Lucie Rondeau
Juge en chef de la Cour du Québec



Claudie Bélanger
Juge en chef adjointe de la Cour du Québec,
responsable des cours municipales