

Court File Number
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**Superior Court of Justice, Family Court**

*(Name of Court)*

at **50 Eagle Street, Newmarket, Ontario**

*(Court office address)*

**MOTION/ CONFERENCE  
TRIAGE FORM**

**Applicant(s)**

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

**Respondent(s)**

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

**Children's Lawyer**

<i>Name &amp; address of Children's Lawyer's agent for service (street &amp; number, municipality, postal code, telephone &amp; fax numbers and e-mail address (if any)) and name of person represented.</i>

**By direction of the Chief Justice of Ontario, only urgent family conferences and motions are to be heard at this time. If you are of the view that your proposed conference or motion is urgent, please complete this form. A Triage Judge will determine whether your conference or motion may proceed at this time. If you are advised by the Trial Coordinator that your motion will *not* proceed on an urgent basis, you may contact them to schedule a time after the Chief Justice issues a Notice to the Profession permitting matters to be scheduled that are non urgent or pressing.**

**Urgency:**

1. Please set out why your matter is urgent or pressing:

**Procedure:**

2. This matter can be heard in writing:                      Yes                          No

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*Signature of Lawyer or  
Self-Represented Party*

*Date of signature*

This form is to be sent by email to the triage judge at [triagejudgemaysittings@ontario.ca](mailto:triagejudgemaysittings@ontario.ca).

To be completed by Triage Judge

1. Is this matter urgent?                      Yes                         No
2. Is this matter pressing?                    Yes                         No
3. If Yes, materials are to be filed by the following dates:
- Moving Party's Materials:                      \_\_\_\_\_
- Responding Party's Materials:                    \_\_\_\_\_
- Reply if Any:    \_\_\_\_\_
4. This is set to a hearing:                      In writing                         By Zoom

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Date

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Signature of Judge

Service and Filing IF your matter is found to be urgent:

1. Materials may be served by email in accordance with the *Family Law Rules*.
2. Documents for Newmarket Court are to be filed through Newmarket filing at [newmarketscfamily@ontario.ca](mailto:newmarketscfamily@ontario.ca).

