

IMPORTANT NOTICE

RE: FAMILY COURT MOTIONS

NOVEMBER 4TH, 2009 WILL BE THE LAST “OPEN” MOTIONS LIST IN FAMILY COURT. EFFECTIVE IMMEDIATELY THEREAFTER, ALL FAMILY MOTIONS MUST BE SCHEDULED THROUGH THE TRIAL COORDINATOR’S OFFICE.

IN ORDER TO OBTAIN A MOTION DATE YOU MUST COMPLETE A “*REQUEST FOR SCHEDULED MOTION*” FORM AND SUBMIT THE COMPLETED FORM TO THE TRIAL COORDINATOR BY FAX @ 905-853-4880.

THE REQUIRED FORMS WILL BE MADE AVAILABLE FROM THE F.L.I.C. OFFICE, THE FILING OFFICE AND FROM THE TRIAL COORDINATOR’S OFFICE.

NOTE: THE FILING OFFICE WILL BE UNABLE TO ACCEPT ANY FAMILY MOTION MATERIAL UNLESS THE DATE HAS BEEN PRE-APPROVED BY THE TRIAL COORDINATOR’S OFFICE.

REQUEST TO SCHEDULE MOTION

Fax to: **Kitty Mitchell, Trial Co-ordinator** Fax: **(905) 853-4880**
Superior Court of Justice – Family Court – Newmarket

Date Submitted:	NEWMARKET COURT FILE #
APPLICANT:	FC- COUNSEL'S NAME:
Telephone No. Fax #	Telephone No. Fax #
RESPONDENT:	COUNSEL'S NAME:
Telephone No. Fax #	Telephone No. Fax #
CONSENT dates of all parties: (Please provide a range of Wednesday dates)	
I confirm that a case conference has been held on the issues of the motion.	
Date of Conference _____ Conference Judge _____	
Issues of Motion _____	
Estimated length of time required _____ (less than 1 hour)	
Who is requesting motion: APPLICANT RESPONDENT (Circle one)	
Signature of Party requesting motion: _____	
Will there be a cross motion: YES NO (Circle one)	
PLEASE NOTE – TOTAL LENGTH OF MOTIONS(S) MUST NOT EXCEED 1 HOUR	

DATE PROVIDED BY TRIAL COORDINATOR: _____

SIGNATURE OF TRIAL COORDIANTOR: _____