

NOTICE TO COUNSEL

CHANGES TO SCHEDULING OF CIVIL MOTIONS

SUPERIOR COURT OF JUSTICE, NEWMARKET

Effective August 1, 2010, all civil motions in the Superior Court of Justice, Newmarket must be scheduled through the Trial Coordinators' Office.

In order to obtain a date for a regular (one hour or less) or long (more than one hour) civil motion, a "Request to Schedule a Civil (Regular or Long) Motion" form must be completed and faxed to the Trial Coordinator at 905-853-4863.

The Request form can be obtained at the Court Filing Office and Trial Coordinators' Office. A copy of the completed Request form, duly signed by the Trial Coordinator, must accompany the motion record when filed.

NOTE:

The Court Filing Office will not accept any motion material unless the proposed date for hearing has been pre-approved by the Trial Coordinators' Office.

Michael F. Brown
Regional Senior Justice
Central East Region

Superior Court of Justice - Newmarket Request to Schedule a Civil (Regular or Long) Motion

Date Submitted:	Newmarket Court File #
PLAINTIFF(S):	PLAINTIFF(S) COUNSEL'S NAME:
Telephone: Fax:	Telephone: Fax:
DEFENDANT(S):	DEFENDANT(S) COUNSEL'S NAME:
Telephone: Fax:	Telephone: Fax:
*** NOTE: Please complete either Part A or Part B.	
PART A - Request for civil motion ONE HOUR OR LESS (total time estimate of all parties)	
Total time estimate for all parties: [] minutes Please provide a range (approximately 5) of Tuesday, Wednesday and Thursday available dates in the space below.	
PART B - Request for civil motion MORE THAN ONE HOUR (total time estimate of all parties)	
Please confirm (<input checked="" type="checkbox"/>) both/all parties' final estimate of more than one hour: <input type="checkbox"/>	
Matter will be listed in a Long Motion Assignment Court.	
Who is requesting motion?	
Please circle: PLAINTIFF DEFENDANT	
Signature of party requesting motion: _____	

DATE FIXED BY TRIAL CO-ORDINATOR: _____ at 9:30 a.m.

SIGNATURE OF TRIAL CO-ORDINATOR: _____

Date: _____

***** PLEASE NOTE:**

A COPY OF THIS REQUEST, SIGNED BY THE TRIAL CO-ORDINATOR, MUST BE ATTACHED TO THE MOTION RECORD WHEN FILING AT THE COURT OFFICE.