

Small Claims Court

Claim No.

Address

Phone number

BETWEEN

Plaintiff(s)

and

Defendant(s)

TO THE CLERK OF THE _____ **SMALL CLAIMS COURT:**
(Name of Small Claims Court location)

My name is _____
(Name of requesting person)

I am a _____ in this case.
(Indicate plaintiff, defendant, or representative)

The Court has scheduled a _____ on _____, 20_____.
(Hearing type, e.g. trial, motion, etc.) (Date of hearing)

Check applicable box(es) below to make the request:

**For
me**

- ☐ I request permission to attend the hearing:
- ☐ in person.
 - ☐ by video conference.
 - ☐ by telephone conference (only available for settlement conferences, trial management conferences, terms of payment hearings and motions).

**For
others**

- ☐ I request permission for _____, who is a
(Name of person)

_____, to attend the hearing:
(Indicate plaintiff, defendant, representative, or witness)

- ☐ in person.
- ☐ by video conference.
- ☐ by telephone conference (only available for settlement conferences, trial management conferences and motions).

- ☐ I request permission for _____, who is a
(Name of person)

_____, to attend the hearing:
(Indicate plaintiff, defendant, representative, or witness)

- ☐ in person.
- ☐ by video conference.
- ☐ by telephone conference (only available for settlement conferences, trial management conferences and motions).

Add an additional page if the request is being made on behalf of more people.

Claim No. _____

Check, if applicable: ☐ All parties have consented to this request.

Explain why this request is being made:

_____, 20 _____

(Signature of party or representative)

NOTE: You must serve this form on all other parties, then file it at least 30 days before the hearing date.

NOTE: Other parties will have an opportunity to object to this request [in Form 1C (Objection to Request to Change Attendance Method)] within 7 days of receiving this request. The Court may:

- decide to grant or deny this request, or
- direct a different hearing method for the hearing.

DISPOSITION: *(The judge will complete this section.)*

Order to go as follows:

_____, 20 _____

(Signature of judge)

Les formules des tribunaux sont affichées en anglais et en français sur le site www.ontariocourtforms.on.ca. Visitez ce site pour des renseignements sur des formats accessibles.