



Court File No. _____

To the Accountant of the Superior Court of Justice or the Clerk of the Small Claims Court:

My name is _____
(Full name)

I live at _____
(Address (street and number, unit, municipality, province, and postal code))

I wish to have money: ☐ paid into court. I have completed Section A below.
☐ paid out of court. I have completed Section B below.

Section A: Request to pay money into court

- ☐ I am paying money into court under the following statute or court rule: _____
(List the statute or court rule, including the section number)
- ☐ I am paying money into court because a judge ordered me to. A copy of the court order stamped with the court's red seal is attached.

If you are paying money into court for a person under disability, please complete the following:

I am paying money into court for: _____, born on _____,
(Name of person under disability) (MM/DD/YYYY)

who lives at: _____,
(Address (street and number, unit, municipality, province, and postal code))

telephone number: _____
(xxx) xxx-xxxx

S/he is: ☐ a minor (under the age of 18). ☐ a mentally incapable person.

Her/his litigation guardian is: _____
(Name of litigation guardian)

(Address (street and number, unit, municipality, province, and postal code))

Signature

Date

* A request to pay into court does not need to be sworn/affirmed before a commissioner for taking affidavits.

Section B: Request to have money paid out of court and supporting affidavit

I ask that \$_____ be paid out to: ☐ me, as ordered by the court (payment will be sent to the address above), or
☐ _____, who lives at
(Name of other person named in court order)

(Address (street and number, unit, municipality, province, and postal code))

A copy of the court order stamped with the court's red seal is attached.

I swear/affirm that the time allowed for an appeal has ended and no appeal is pending.

Sworn/Affirmed before me at _____
(Municipality)

in _____
(Province, state or country)

on _____, 20_____
Commissioner for taking affidavits
(Type or print name below is signature if illegible.)

Signature

(This form is to be signed in front of a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)

WARNING: IT IS AN OFFENCE UNDER THE CRIMINAL CODE TO KNOWINGLY SWEAR OR AFFIRM A FALSE AFFIDAVIT.