

ONTARIO

Court File Number

(Name of court)

at

Court office address

**TRIAL SCHEDULING
ENDORSEMENT FORM**

Judge:

RE: _____ v.

SCHEDULING INFORMATION (To be completed by the judge)

Trial date(s):

Total trial time required, including all witnesses, reply evidence, and opening and closing statements for each party:

Time for the judge to review affidavit evidence prior to the start of trial:

Priority Explain why:

Is a French-speaking judge, Registrar and Court Reporter required? Yes No

PARTY INFORMATION (To be completed by the parties)

This is an application.

This is a motion to change brought by the applicant the respondent

For each person, indicate their name, how they wish to be addressed, for example, their pronoun, prefix, and the phonetic pronunciation of their name.

** Note, most of the tables have been formatted to allow you to add more rows as needed. Simply click on the row or table and a plus sign will appear. Click on the + sign.*

APPLICANT:	COUNSEL:
Work tel:	Work tel:
Home tel:	Cell phone:
Cell phone:	Work email:

Trial Scheduling Endorsement Form

Work email: Personal email:	Other contact: Does counsel intend to represent at trial? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what is the plan for getting off the record?
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RESPONDENT:	COUNSEL:
Work tel: Home tel: Cell phone: Work email: Personal email:	Work tel: Cell phone: Work email: Other contact: Does counsel intend to represent at trial? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what is the plan for getting off the record?

OFFICE OF THE CHILDREN’S LAWYER (“OCL LAWYER”):
Work tel: Cell phone: Work email: Other contact:

Instructions:

This form is to be filed and uploaded to Case Center in an **editable WORD format**.

Each party must carefully complete all applicable portions of this document as directed below:

- ✓ **Part 1** is to be prepared by the Applicant (except where time estimates are required by the other party).
- ✓ **Part 2** is to be prepared by the Respondent (except where time estimates are required by the other party).
- ✓ **Part 3** is to be prepared by the OCL lawyer, if any (except where time estimates are required by the other parties).
- ✓ **Parts 4 and 5** are to be prepared jointly by the parties and the OCL lawyer.

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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✓ **Part 6** is to be completed by the Court.

The judge will review Parts 1 to 5 of this form, and then complete Part 6. All six parts of the document will form the completed trial scheduling endorsement which, once signed by the judge, becomes an order of the court which must be followed

Unless there are exceptional circumstances, a trial date will not be assigned until the form has been fully completed according to the directions above.

The parties must submit this document jointly. The parties or their counsel shall coordinate to complete their respective portions of the document. The Applicant or Moving Party shall file this form in an **editable Word format** with the court no later than 6 days in advance of the conference for which it is being prepared, unless otherwise ordered by the court, and follow the court's direction regarding uploading it to Case Center.

Where the form refers to a "party" or "parties", this includes the Office of the Children's Lawyer (OCL) lawyer, if there is one.

This form is available online at <https://ontariocourtforms.on.ca/en/family-law-rules-forms/trial-scheduling-endorsement-form/>

Self-represented litigants may wish to review the Court's **Mini Guide to Family Law Trials at the Ontario Superior Court of Justice**, which contains helpful information about family law trial procedures. (updated September 2024)

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Part 1 – Applicant Information

[1] ISSUES

I confirm that all orders being requested were included in my pleadings (Application, Motion to Change or Response to Motion to Change.)

1.	5.
2.	6.
3.	7.
4.	8.

[2] WITNESSES (excluding experts)

Include all proposed witnesses in this list, including yourself. By naming a witness below, the **party agrees to make the witness available to the other party without summons even if the party decides not to call the witness.** If you fail to make a witness available, the judge may draw an adverse inference (meaning the judge may conclude that the missing information would have hurt your case.)

If evidence in chief is to be provided by affidavit, unless the court orders otherwise, the written portion shall be limited to **20 pages** for each party and **8 pages** for non parties, **double spaced** and **12-point font**, with the possibility of providing supplementary oral evidence.

Estimates for cross-examinations should be provided by the other party and OCL lawyer (if any).

Name(s) of witnesses (excluding experts)	Issue to be addressed (from section 1 above)	Specific topic(s) the witness will address	If proceeding by affidavit, date by which affidavit will be served and filed	Time estimate	
				In chief	In cross
				<input type="checkbox"/> Affidavit Pages:	Time (party):

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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				<input type="checkbox"/> Oral Time:	Time (OCL):
--	--	--	--	-------------------------------------	-------------

Subtotal:

[3] EXPERT WITNESSES

By naming a witness below, the party **agrees to make the witness available to the other party without summons even if the party decides not to call the witness.** If you fail to make a witness available, the judge may draw an adverse inference (meaning the judge may conclude that the missing information would have hurt your case.)

Time estimates for cross-examinations should be provided by the other party and OCL lawyer (if any).

Name and type of expert <small>See Rule 20.2 of the Family Law Rules for the definitions of litigation expert and participants experts</small>	Report - date served	Witness to be qualified to give an opinion on the following issues (be specific):	Qualifications (subject to approval by the trial judge)	Time estimate	
				In chief	In cross
<input type="checkbox"/> Litigation expert	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Or to advise by dd-mm-yyyy	<input type="checkbox"/> Report Pages:	Time (party): Time (OCL):
<input type="checkbox"/> Participant expert	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Or to advise by dd-mm-yyyy	<input type="checkbox"/> Affidavit Pages: <input type="checkbox"/> Oral Time:	Time (party): Time (OCL):

Subtotal:

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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[4] OPENING STATEMENTS (if statements to be provided orally)

Opening statement (*time estimate*): _____ Closing statement (*time estimate*): _____

Subtotal:

TOTAL TIME ESTIMATED FOR APPLICANT (including opening and closing statements, applicant's witnesses including experts, and cross examination)

Hours : Minutes _____ :

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Part 2 – Respondent Information

[5] ISSUES

I confirm that all orders being requested were included in my pleadings (Answer, Motion to Change or Response to Motion to Change.)

1.	5.
2.	6.
3.	7.
4.	8.

[6] WITNESSES (excluding experts)

Include all proposed witnesses in this list, including yourself. By naming a witness below, **the party agrees to make the witness available to the other party without summons even if the party decides not to call the witness.** If you fail to make a witness available, the judge may draw an adverse inference (meaning the judge may conclude that the missing information would have hurt your case.)

If evidence in chief is to be provided by affidavit, unless the court orders otherwise, the written portion shall be limited to **20 pages** for each party and **8 pages** for non-parties, **double spaced** and **12-point font**, with the possibility of providing supplementary oral evidence.

Time estimates for cross-examinations should be provided by the other party and OCL lawyer (if any).

Name(s) of witnesses (excluding experts)	Issue to be addressed (from section 1 above)	Specific topic(s) the witness will address	If proceeding by affidavit, date by which affidavit will be served and filed	Time estimate	
				In chief	In cross

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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				<input type="checkbox"/> Affidavit Pages: <input type="checkbox"/> Oral Time:	Time (party): Time (OCL):
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Subtotal:

[7] EXPERT WITNESSES

By naming a witness below, **the party agrees to make the witness available to the other party without summons even if the party decides not to call the witness.** If you fail to make a witness available, the judge may draw an adverse inference (meaning the judge may conclude that the missing information would have hurt your case.)

Estimates for cross-examinations should be provided by the other party and OCL lawyer (if any).

Name and type of expert See Rule 20.2 of the Family Law Rules for the definitions of litigation expert and participants expert	Report - date served	Witness to be qualified to give an opinion on the following issues (be specific):	Qualifications (subject to approval by the trial judge)	Time estimate	
				In chief	In cross
<input type="checkbox"/> Litigation expert	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Or to advise by dd-mm-yyyy	<input type="checkbox"/> Report Pages:	Time (party): Time (OCL):
<input type="checkbox"/> Participant expert	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Or to advise by dd-mm-yyyy	<input type="checkbox"/> Affidavit Pages: <input type="checkbox"/> Oral Time:	Time (party): Time (OCL):

Subtotal:

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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[8] OPENING STATEMENTS (if statements to be provided orally)

Opening statement (*time estimate*):

Closing statement (*time estimate*):

Subtotal:

TOTAL TIME ESTIMATED FOR RESPONDENT (including opening and closing statements, respondent's witnesses including experts, and cross examination)

Hours : Minutes _____ :

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Part 3 – OCL Lawyer Information

[9] WITNESSES (excluding experts)

Include all proposed witnesses in this list, including yourself. By naming a witness below, the **party agrees to make the witness available to the other party without summons even if the party decides not to call the witness.** If you fail to make a witness available, the judge may draw an adverse inference (meaning the judge may conclude that the missing information would have hurt your case.)

If evidence in chief is to be provided by affidavit, unless the court orders otherwise, the written portion shall be limited to **20 pages** for the OCL lawyer and **8 pages** for non parties, **double spaced** and **12-point font**, with the possibility of providing supplementary oral evidence.

Estimates for cross-examinations should be provided by the parties.

Name(s) of Witnesses (excluding experts)	Issue to be addressed (from section 1 above)	Specific topic(s) the witness will address	If proceeding by affidavit, date by which affidavit will be served and filed	Time estimate	
				In chief	In cross
				<input type="checkbox"/> Affidavit Pages:	Time (party):
				<input type="checkbox"/> Oral Time:	Time (OCL):

Subtotal:

[10] EXPERT WITNESSES

By naming a witness below, the party **agrees to make the witness available to the other party without summons even if the party decides not to call the witness.** If you fail to make a witness available, the judge may draw an adverse inference (meaning the judge may conclude that the missing information would have hurt your case.)

Time estimates for cross-examinations should be provided by the parties.

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Name and type of expert See Rule 20.2 of the Family Law Rules for the definitions of Litigation and Participants Experts	Report - date served	Witness to be qualified to give an opinion on the following issues (be specific):	Qualifications (subject to approval by the trial judge)	Time estimate	
				In chief	In cross
<input type="checkbox"/> Litigation expert	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Or to advise by dd-mm-yyyy	<input type="checkbox"/> Report Pages:	Time (party): Time (OCL):
<input type="checkbox"/> Participant expert	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Or to advise by dd-mm-yyyy	<input type="checkbox"/> Affidavit Pages: <input type="checkbox"/> Oral Time:	Time (party): Time (OCL):

Subtotal:

[11] OPENING STATEMENTS (if statements to be provided orally)

Opening statement (*time estimate*): _____ Closing statement (*time estimate*): _____

Subtotal:

TOTAL TIME ESTIMATED FOR OCL LAWYER (including opening and closing statements, witnesses including experts, and cross examination)

Hours : Minutes _____ :

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Part 4 - Joint or Court-Appointed Experts; OCL Reports

(i.e., s. 30 *CLRA* Assessment; s. 112 *CJA* Children's Lawyer report, etc.)

Name of Expert	Date the report was served	Witness to be qualified to give an opinion on the following issues (be specific)	Qualifications	How will the expert testify and who will make the arrangements?	Time estimates for cross examination		
					App.	Resp.	OCL
	Date: dd-mm-yyyy	<input type="checkbox"/> CV attached	Qualifications admitted <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Or to advise by dd-mm-yyyy				

TOTAL TIME ESTIMATED FOR JOINT OR COURT-APPOINTED EXPERTS; OCL Reports

Hours: Minutes ____:

Part 5: Procedural Issues

TOTAL TIME ESTIMATED FOR THE TRIAL (Total for Parts 1, 2, 3 and 4)

Hours: Minutes ____:

Total time estimated in days ____ (typical trial day = 5 hours)

[12] PRELIMINARY MATTERS

Disclosure completed?

Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes If not:
Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes If not:
OCL lawyer <input type="checkbox"/> No <input type="checkbox"/> Yes If not:

Valuations completed?

Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes If not:
Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes If not:

Travel

The parties can travel to the following locations in the region for the trial if necessary:

[13] PLEADINGS

Are amendments needed?

Applicant <input type="checkbox"/> Yes, for the following purpose: Date to serve and file amended document: Date to serve and file responding document:

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Respondent <input type="checkbox"/> Yes, for the following purpose: Date to serve and file amended document: Date to serve and file responding document:
--

[14] FINANCIAL STATEMENTS AND NET FAMILY PROPERTY STATEMENTS

Have updated financial statements been exchanged?

Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, date of document?
Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, date of document?

Where equalization of net family property is at issue, have net family property statements and comparative net family property statements been exchanged?

Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, date of documents?
Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, date of documents?

If parties are required by subrules [13\(12\)](#) and [\(14\)](#) of the Family Law Rules to update their financial information, they shall serve and file the documents no later than 30 days before the trial, unless otherwise ordered by the Court. (Subrule [13\(12.2\)](#) and [13\(14.0.1\)](#))

If approved by the court, extended date for serving and filing:

Further updates to these statements will not be required unless requested by the Court.

[15] ADMISSIONS AND STATEMENTS OF AGREED FACTS

Have requests to admit been served?

Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes
If no, time limits for service Response by

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes	
If no, time limits for service	Response by
OCL lawyer <input type="checkbox"/> No <input type="checkbox"/> Yes	
If no, time limits for service	Response by

Statement of agreed facts (SAF) to be served and filed by *(party)*
 by *(date)* ____ **SAF must be put into the trial record or filed with it.**

[16] EXHIBITS PROPOSED

All *documentary evidence* to be relied upon at trial, including documents anticipated to be used in cross examination, will be served on the other party by the following dates:

Applicant
Respondent
OCL lawyer

Will a party rely on *business records*? (This means a “record made in the usual and ordinary course of business”, e.g. report cards, credit card statements, police occurrence reports, see [Section 30 of the Canada Evidence Act](#), [Section 35 of the Ontario Evidence Act](#).)

Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, may they be introduced without calling the record keeper? <input type="checkbox"/> No <input type="checkbox"/> Yes
Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, may they be introduced without calling the record keeper? <input type="checkbox"/> No <input type="checkbox"/> Yes
OCL lawyer <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, may they be introduced without calling the record keeper? <input type="checkbox"/> No <input type="checkbox"/> Yes

Have *medical reports* with notice of intent been served? (See [subsection 52\(2\) of the Ontario Evidence Act](#))

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Applicant <input type="checkbox"/> No <input type="checkbox"/> Yes If no, by what date?
Respondent <input type="checkbox"/> No <input type="checkbox"/> Yes If no, by what date?
OCL lawyer <input type="checkbox"/> No <input type="checkbox"/> Yes If no, by what date?

- ✓ Note: Documentary evidence that parties intend to enter as exhibits at trial must be uploaded *individually* into Case Center. For instructions on how to upload documents to Case Center and other useful tips, see the [Superior Court of Justice website](#).

[17] PRESENTATION AT TRIAL

(Refer to the proposed issues, witnesses and time estimate for each witness in Parts 1-4 of this form.)

If affidavits are to be filed, they should be vetted by the other party no later than:
 Order of presentation if multiple parties, jointly appointed experts, or OCL lawyer

Opening statements: written oral

If written, to be served by what date:

Applicant
Respondent
OCL lawyer

Will written opening statements be put into trial record? No Yes

If not, when will written opening statement be available for judge?

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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[18] SPECIAL ARRANGEMENTS FOR PARTIES AND WITNESSES

- a) Amplification devices:
- b) Interpreter(s)

For family cases, the [Ministry of the Attorney General](#) only provides court interpretation services for the following languages:

- French
- sign language
- any other language if the litigant qualifies for a fee waiver
- any other language when it is ordered by the court

Is the interpreter required for:

<input type="checkbox"/> Applicant	Language	provided by <input type="checkbox"/> Ministry <input type="checkbox"/> party
<input type="checkbox"/> Respondent	Language	provided by <input type="checkbox"/> Ministry <input type="checkbox"/> party
<input type="checkbox"/> Witness	Language	provided by <input type="checkbox"/> Ministry <input type="checkbox"/> party

Any other directions regarding interpretation by the judge (i.e. simultaneous interpretation, number of interpreters required, etc.)

- c) Direction re: witnesses meeting before trial:
- d) Accommodations needed (e.g. wheelchair):
- e) Is a Judges’ order needed because a witness is incarcerated? Yes
- f) Are religious books or objects, other than the Bible, required for swearing in witnesses?
 Yes, please specify:

[19] CHILDREN’S EVIDENCE

Is any evidence being sought from a child?

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Child:	Age
How will the evidence be introduced?	
a)	<input type="checkbox"/> Statement of agreed facts
b)	<input type="checkbox"/> Through OCL lawyer or designate
c)	<input type="checkbox"/> Evidence introduced through a third party :
d)	<input type="checkbox"/> Will a Khan <i>voir dire</i> be needed?
e)	<input type="checkbox"/> Testimony (see section 16.1 of Canada Evidence Act)
f)	<input type="checkbox"/> Other (specify)
Date by which statement is to be provided to other party?	

[20] ANY SPECIAL EQUIPMENT NEEDS (audio visual, screens, real time reporting etc.)

If yes, has court support been notified? No Yes

[21] OTHER ISSUES to flag for trial scheduling purposes

[22] POSSIBLE PROBLEMS TO FLAG FOR TRIAL JUDGE

Evidentiary issues

Legal issues

Have support payments been assigned to the Ministry of Community and Social Services or any other institution?

Other

[23] TRIAL RECORD

Has the trial record already been served and filed? No Yes

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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- ✓ If yes, the parties shall provide the court with a supplementary trial record including the completed Trial Scheduling Endorsement Form and other required documents under Rule 23.

See subrule [23\(1\)](#) of the Family Law Rules for direction on what to include in a Trial Record. Parties must follow subrules [23\(1\)](#) and [23\(2\)](#) regarding the timing for serving and filing the Trial Record, unless otherwise ordered by the Court.

If approved by the court, extended date for serving and filing:

Pursuant to subrule [23\(1\)5](#), Trial Records must include any temporary order relating to a matter still in dispute and any order relating to the trial. If endorsements have not been turned into formal orders, consider whether a copy of the endorsements should go into the Trial Record.

Note: The Trial Record should contain updated Financial Statements (form 13 or 13.1) Net Family Property Statements (form 13B) and parenting affidavits (form 35.1 and 35.1A) (where required) for each party, along with the completed Trial Scheduling Endorsement Form.

No evidence or offers to settle should be filed with the Trial Record.

[24] DOCUMENT BRIEFS

JOINT DOCUMENT BRIEFS

Will the parties file a joint document brief? No Yes by _____.

If a joint document brief is ordered, the parties shall include with the brief a signed written agreement addressing the following. Briefs and statements to be filed 20 days in advance of the trial, unless the court orders otherwise:

1. Are all documents, if they are not originals, admitted to be true copies of the originals? Are the documents admissible without proof of the original documents? If the answer is no for any document(s), the specific document(s) must be identified.
2. Are all correspondence and documents admitted to have been prepared, sent, and received on or about the dates set out in the documents, unless otherwise shown in evidence at trial? If the answer is no for any document(s), the specific document(s) must be identified.

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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3. Is the content of the documents admitted for the truth of its contents? If the answer is no for any document(s), the specific document(s) must be identified, and proof of the contents must be established at trial.

4. The agreement shall clarify whether either party will be requesting to introduce into evidence additional documents not included in the joint document brief.

INDIVIDUAL PARTY DOCUMENT BRIEFS

Will each party file their own document brief?

Applicant	<input type="checkbox"/> No	<input type="checkbox"/> Yes by
Respondent	<input type="checkbox"/> No	<input type="checkbox"/> Yes by
OCL lawyer	<input type="checkbox"/> No	<input type="checkbox"/> Yes by

Once the document briefs have been exchanged, the parties shall work together to prepare a signed written agreement addressing the matters in paras. 1-4 above for each brief. Briefs and statement to be filed 20 days in advance of the trial unless the court orders otherwise.

IF NO AGREEMENT REGARDING DOCUMENT BRIEF

If the parties are unable to complete a signed written agreement, the receiving party shall provide a signed written statement addressing the following about the filing party's brief. Briefs and agreement to be filed 20 days in advance of the trial:

1. If the documents are not originals, does the other party admit the documents are true copies of the originals and agree that the documents are admissible without proof of the original document? If the answer is no for any document(s), the specific document(s) must be identified.

2. Are all documents and correspondence admitted to have been prepared, sent, and received on or about the dates set out in the documents, unless otherwise shown in evidence at trial? If the answer is no for any document(s), the specific document(s) must be identified.

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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3. Is the content of the documents admitted for the truth of its contents? If the answer for any document(s) is no, the specific document(s) must be identified, and the proof of the contents must be established at trial.

INSTRUCTIONS FOR FILING AND UPLOADING DOCUMENT BRIEFS

All document briefs shall be filed electronically. The briefs shall be indexed, hyperlinked, and each document shall be a separate PDF. For instructions on how to upload documents to Case Center and other useful tips, see the [Superior Court of Justice website](#).

[25] CASE BOOKS to be filed in electronic form by the following dates:

Applicant
Respondent
OCL lawyer

[26] ADDITIONAL SETTLEMENT CONFERENCE

Would it be helpful to schedule one more conference to attempt to settle the issues in dispute prior to the trial? No Yes Proposed date:

[27] PARTIES ARE INFORMED OF THE FOLLOWING:

- ✓ **Each party must provide a proposed draft order to the court at the beginning of the trial.**
- ✓ **The parties must inform the Trial Coordinator of any changes in address, email and phone number or any change in representation immediately.**
- ✓ **The times set out for direct evidence and cross examination shall be strictly enforced subject only to the trial judge’s order.**
- ✓ **If a party does not provide disclosure or reports as required above, the trial may still proceed, and an adverse inference may be made against them.**

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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- ✓ **If a party does not attend trial, an order may be made in the party's absence without any further notice to the party.**
- ✓ **Failure to comply with the terms of this endorsement could result in cost consequences.**

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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Part 6: Trial Scheduling Order

[28] IT IS ORDERED THAT

- An additional court date prior to trial is scheduled on ____ (date) to be held virtually in person hybrid for the purpose of ____.
- For the additional court date, parties are to serve on the other party, file with the court and upload the following documents to Case Center by ____ (date):
 - offers to settle
 - outline of opening statements
 - other (specify)
- Note: Trial Management Conference briefs are **not** used at the Superior Court of Justice, including the Family Court. Do **not** serve and file one.
- Parties shall comply with directions and dates set out above. Consent changes may be requested by motion form (14B).
- There shall be no further motions without a judge's order.
- No exhibits may be relied on at trial other than those disclosed as above **without a court order** from the conference judge or trial judge.
- No witnesses shall be called other than the witnesses on the witness list as outlined above **without a court order** from the conference judge or trial judge.
- For any changes requested regarding scheduling of trial (including an adjournment of the trial date) or expanded time required for trial, the requesting party **must make an appointment to attend in person or by Zoom before Justice** ____.
- Date by which amended pleadings shall be filed:
 -
 -

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A copy of this complete endorsement must be put into the Trial Record as it is an order relating to the trial (see rule 23(1)(6)). Offers to settle shall **not** be attached to the endorsement when it is included in the Trial Record.

dd-mm-yyyy

Date

Signature

To add rows to a table, click on the row and then click on the + sign that appears on the bottom right-hand corner.

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