

Superior Court of Justice, Family Court
 (Name of Court)

Court File Number

at _____
 (Court office address)

TRIAL READINESS FORM

Applicant(s)

<p><i>Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and <u>e-mail address</u> (if any).</i></p>	<p><i>Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).</i></p>
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Respondent(s)

<p><i>Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and <u>e-mail address</u> (if any).</i></p>	<p><i>Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).</i></p>
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Children's Lawyer

<p><i>Name & address of Children's Lawyer's agent for service (street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any)) and name of person represented.</i></p>

Sittings

1. This matter is currently scheduled for a _____ day trial during the three-week trial sittings of _____
2. Does this time estimate remain accurate?
 - a. Y N
 - b. If no, how many days of trial time do you estimate are now required? _____
3. Your side of this action is ready and wishes to proceed on this sitting?
 - a. Y N
4. An adjournment of this trial is being requested by:
 - a. One party (please identify) _____
 - b. Both Sides
 - c. N/A

5. What is the reason for the requested adjournment? _____
6. If both sides are jointly requesting an adjournment, which trials sittings should this matter be adjourned to? _____

Availability

7. The parties request that the matter proceed as follows:

- a. In person only at the courthouse (no party, counsel, or witness that I intend to call needs to appear by video);
- b. By remote hearing only (no party, counsel, or witness that I intend to call needs to appear in person);
- c. In a hybrid hearing, if the court has a court available with the necessary technical capability (some counsel/parties/witnesses will attend in person and others will appear remotely) Please specify if it is counsel or a party or a witness who is unable to attend at the courthouse; if it is a witness – how much trial time was allocated for that witness in the TSEF?

- d. Both sides do not agree on the appropriate forum;
- e. Both sides can accommodate either in-person or remote hearing.

Trial Record

8. I confirm that the Trial Record has been:

- a. Served on all other parties? Y N
- b. Filed physically at the Family Court litigation counter in duplicate? Y N
- c. Filed electronically through the [Family Submissions Online](#) portal? Y N

Proposed Exhibits

9. I confirm that all Exhibits that my side intends to rely upon at trial have been:

- a. Served on all other parties? Y N
- b. Filed physically at the Family Court litigation counter in duplicate? Y N
- c. Filed electronically through the [Family Submissions Online](#) portal? Y N

Case Management

10. Would a further settlement conference be helpful to assist in resolving or narrowing the substantive issues?

- a. Y N

11. The following judges have provided a substantive opinion in this matter:

- _____
- _____
- _____

Contact Information

12. The contact information to be used by the Office of the Trial Coordinator to advise my side that this matter has been called for trial is:

- a. Telephone number of counsel or self-represented party:
- b. E-mail address of counsel or self-represented party:

*Signature of Lawyer or
Self-Represented Party*

Date of signature