

# REQUEST TO SCHEDULE CONFERENCES

## Superior Court of Justice Family Branch

**This form is for ongoing cases that have already been before the court or adjourned and are ready to be heard again by a Judge**

(This form is in lieu of issuing another Conference Notice)

Prior to submitting request parties should contact each other to obtain a range of common available dates, then contact Trial Coordinators' Office to confirm dates are available at 705-739-6442. Dates are scheduled on a first come first serve basis. Upon receipt and approval of this form date will be reserved. Fax requests to the Trial Coordinator's at 705-739-6099

<b>Date submitted:</b>		<b>Court File No.:</b> FC-    -    -	
		YY    -    file no.    -    extension	
<b>APPLICANT:</b>		<b>COUNSEL:</b>	
<b>wk #:</b>	<b>hm #:</b>	<b>☎ #:</b>	<b>fax #:</b>
<b>cell #:</b>	<b>fax #:</b>	<b>e-mail:</b>	
<b>RESPONDENT:</b>		<b>COUNSEL:</b>	
<b>wk #:</b>	<b>hm #:</b>	<b>☎ #:</b>	<b>fax #:</b>
<b>cell #:</b>	<b>fax #:</b>	<b>e-mail:</b>	
<b>CHILDREN'S LAWYER COUNSEL'S NAME:</b>			
<b>☎ #:</b>		<b>fax #:</b>	
<b>Party requesting date (check one):</b>		<input type="checkbox"/> Applicant; <input type="checkbox"/> Respondent; <input type="checkbox"/> OCL	
<b>Type of conference requested:</b>	<input type="checkbox"/> Case (Tues/Thurs)	<input type="checkbox"/> Settlement (Wed/Fri)	<input type="checkbox"/> Trial Mgmt (Wed/Fri)
<b>Date requested:</b>		<b>Time:</b>	<b>am/pm</b>
<b>Case Management Judge:</b>		<b>Court Location:</b>	
<b>Was a notice of approaching dismissal received?</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No			
<b>I confirm</b> that a conference brief and proposal (if any) are drafted and <b>READY</b> to be served and will advise the other party(s) of the assigned date for the conference.			_____ Party or Counsel's Signature

**Note:**  
Parties to file this request in the Endorsement Continuing Record when filing their Brief.

FOR TRIAL OFFICE USE ONLY	<b>Approved by:</b>
	<b>Date:</b>
	<b>Time:</b>
	<b>Conf:</b> <input type="checkbox"/> Case <input type="checkbox"/> Settlemt <input type="checkbox"/> Trial Mgmt