

**ONTARIO
SUPERIOR COURT OF JUSTICE**

**PRE-TRIAL CONFERENCE REPORT
FOR ACTIONS UNDER RULE 76 - SIMPLIFIED PROCEDURE**

Pre-Trial Judge or Master _____ **Court File No.:** _____

Date and Time of Pre-Trial: _____ **Case Type:** _____

B E T W E E N:

_____ and _____
Plaintiff(s) Defendant(s)

Companion File Name and Court File No.: _____
(Please include third party actions)

Counsel for the Plaintiff (Include phone & fax #): _____
Counsel for the Defendant (Include phone & fax #): _____
Counsel for the Defendant (Include phone & fax #): _____
Counsel for the Defendant (Include phone & fax #): _____

Affidavit of documents filed? Plaintiff Defendant

Trial Management Checklist filed?

Statement of Issues and Positions filed?

Please Check One:

Jury **Non-Jury** **Bilingual**

Settled At Pre-Trial
 Adjourned To: _____
 Trial Date /Estimated Length: _____

Comments / Other Disposition (please specify):

Section 1 – Preliminary Orders/Directions

- 1. Is this action ready to proceed?
 Yes
 No Steps to be completed _____

- 2. Discoveries completed?
 Yes
 No By when? _____

Section 2 – Orders/Directions Applicable to all Trials

- 3. Mediation completed? (Ottawa, Toronto, Windsor only)
 Yes
 No By when? _____

- 4. The plaintiff(s) shall file a Trial Record, including all documents required by Rule 76.11(4), as well as a copy of this Pre-Trial Conference Report no later than 10 days before the date set for trial in this Report.

- 5. Scheduling Considerations:
 - (a) Jury or Non-jury [circle one]
 - (b) Out of Town/Country witness(es)? _____ Provide details below
 - (c) Witness(es) with disability? _____ Provide details below
 - (d) Security requested? _____ Provide details below
 - (e) Companion Actions? _____ Provide details below

Details: _____

Section 3 – Mode of Trial

- Ordinary Procedure By agreement of counsel
- Summary Procedure By order of Pre-Trial Judge or Master

Section 4 – Summary Trial

- 6. Plaintiff(s) to deliver affidavit(s) by _____.
- 7. Defendant(s) to deliver responding affidavit(s) by _____.
- 8. Plaintiff(s) to deliver reply affidavit(s), if any, by _____.
- 9. Parties to file concise statements of law and case briefs by _____.

Section 5 – Ordinary Trial

- 10. The parties shall serve any request to admit dealing with all facts and documents in issue by _____.
- 11. The parties shall respond with particularity, fully outlining their position with respect to all facts and documents by _____.
- 12. Plaintiff(s) to deliver will-say statements by _____.
- 13. Defendant(s) to deliver will-say statements, if any, by _____.
- 14. Plaintiff(s) to deliver reply will-say statements, if any, by _____.
- 15. Direction that evidence of the following witnesses be presented by affidavit:

_____.
- 16. Parties to file concise statements of law and case briefs by _____.
- 17. Other documents shall be produced forthwith (name parties and specify documents to be produced by each party):

_____.

Section 6 - Other Orders or Directions by Pre-Trial Judge or Master (including any order(s) or direction(s) made in the event that the pre-trial does not proceed, or in the event that a second pre-trial is recommended).

***If pre-trial does not proceed, pre-trial judge should sign page three only.**

Date: _____

Judge's or Master's signature

CERTIFICATE

The parties in person, or by counsel, hereby confirm the contents of this report, acknowledge their obligation to be ready to proceed on the date fixed for trial and, in the case of counsel, undertake to advise their clients of the report's contents and that adjournments of trial dates will only be granted in extraordinary circumstances.

Party: _____

Signature of party or counsel

Party: _____

Signature of party or counsel

Party: _____

Signature of party or counsel

Party: _____

Signature of party or counsel

Date: _____

Judge's or Master's signature