

Application for Case Management Order

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| Registry location: | |
| Court File Number: | |

FORM 9

Provincial Court Family Rules
Rules 59, 76, 81, 82 and 102

1. My name is *[full name of party]*. My date of birth is *[mmm/dd/yyyy]*.
My contact information and address for service of court documents are:

| | | |
|-------------------------|------------|--------------|
| Lawyer (if applicable): | | |
| Address: | | |
| City: | Province: | Postal code: |
| Email: | Telephone: | |

2. I understand I must serve each other party, including any other person who may be directly affected by the order, with notice of this application. They must be served with the application and supporting documents at least 7 days before the date of the court appearance unless a judge allows the application to be made without notice or with less than 7 days notice.

3. The other party is *[full name of other party/parties]*

4. *Complete only if applicable. You may leave this section blank.*

The following other person(s) who may be directly affected by the order is/are:
[full name of other person(s)]

5. *Complete only if applicable. You may leave this section blank.*

Each party, including any person directly affected by the order, has consented to the case management order and:

Select only one of the following options

- a **draft Consent Order** in Form 18 signed by each party, and any other person directly affected by the order, or their lawyer, is submitted with this application and supporting documents for review without attending before the court
- a court appearance is requested

6. I have contacted each other party to discuss available dates and times for the court appearance Yes No
No *If yes*, have they have agreed to a date and time for the court appearance? Yes No

For registry use only – if applicable

This application will be made to the court at *[court registry, street address, city]* **on**
[date] **at** *[time]* **a.m./p.m.**

NOTE TO PARTIES: If you do not attend in court on the date and time scheduled for the court appearance, the court may make an order in your absence.

7. I am applying for the following case management order(s):

- transferring the court file to another registry for all purposes or specific purposes
- adding or removing a party to the case
- settling or correcting the terms of an order made under the rules
- setting a specified period for the filing and exchanging of information or evidence, including a financial statement in Form 4 *[Financial Statement]*
- correcting or amending a filed document, including the correction of a name or date of birth
- requiring that a parentage test be taken under section 33 *[parentage tests]* of the *Family Law Act*
- specifying or requiring information that must be disclosed by a person who is not a party to the case
- adjourning a conference, hearing or trial
- requiring that a person who prepared a report under section 211 *[orders respecting reports]* of the *Family Law Act* attend a trial as a witness
- respecting the conduct and management of the case
- appointing a lawyer for a child
- allowing a person to attend a conference or hearing using electronic communication
- waiving or modifying any requirement related to service or giving notice to a person, including allowing an alternative method for the service of a document
- waiving or modifying any other requirement under these rules, including a time limit set under these rules or a time limit set by an order or direction, even after the time limit has expired
- requiring access to information in accordance with section 242 *[orders respecting searchable information]* of the *Family Law Act*
- recognizing an extraprovincial order other than a support order
- changing, suspending or cancelling an order made in my absence

8. The details of the order(s) I am applying for are as follows:

Tell the court and the other party the details of the order(s) you are asking for

9. The facts on which this application is based are as follows:

Provide the facts you want the court to consider. If you are applying to change, suspend or cancel an order made in your absence, you must explain why you did not file a reply or attend court when required, why the order should be made and the reason(s) for any delay in making this application.
