

# Document templates

Templates in this section and sub-sections are for proceedings in the superior courts, which include the following courts:

1. the Ontario Superior Court of Justice;
2. the Federal Court of Canada;
3. the Ontario Divisional Court;
4. the Ontario Court of Appeal;
5. the Federal Court of Appeal; and
6. the Supreme Court of Canada.

Other templates in this section deal with specific situations that lawyers may face in practice or with more minor legal proceedings, such as proceedings in the Small Claims Court or in arbitral proceedings.

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## Firm letterhead

- Firm letterhead
- Facsimile cover sheet

## Memoranda

- Memorandum

## Research materials

- Case chart
- Order for court transcript

## Notices issued before proceedings

- Libel and slander notice

## Litigation

### Instructions during the course of litigation

- Instructions during the course of litigation

### Documents common to judicial proceedings

#### Change of lawyer

- Notice of intention to act in person
  - Notice of change of lawyer

#### Motions

- Notice of motion
  - Factum
- Consent (written motion)
- Confirmation of motion
- Case conference brief

#### Affidavits

- Affidavit
- Affidavit of service (by e-mail)
- Lawyer's certificate of service
  - Notice of examination

#### Settlement

- Full and final release

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## Legal instruments

- Direction and instructions
- Authorization and direction to transfer file

## Power of attorney

- Power of attorney for property
- Power of attorney for healthcare

## Small claims court

- Lawyer's certificate of service

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## Arbitration

- General heading (arbitration)
- Final decision and award

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## Transactions

### Real estate

- Draft trust ledger statement

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## Notarial certificate

- Notarial certificate
- Custom font - Notarial certificate

## Borrowing

- Client financial statement

From:  
<https://wiki.apstrom.ca/> - **A.P.Strom and Associates**

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Last update: **2026/02/13 20:19**

