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.

Section contents

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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

Legal instruments

- Direction and instructions
- Authorization and direction to transfer file
- Statutory declaration

Power of attorney

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

Small claims court

- Lawyer's certificate of service

Arbitration

- General heading (arbitration)
- Final decision and award

Transactions

Real estate

- Draft trust ledger statement

Notarial certificate

- Notarial certificate
- Custom font - Notarial certificate

Borrowing

- Client financial statement

Legal research

- Case summary chart

Client worksheets

- Affidavit of documents response worksheet

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Last update: **2026/05/22 17:44**