Superior Court document templates

Templates on this page 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.

These documents are not to be used for small claims proceedings or any other type of court or arbitral proceeding.

Firm letterhead

Letterhead

Memoranda

Memorandum

Research materials

Case chart

Notices issued before proceedings

• Libel and slander notice

Litigation

Instructions during the course of litigation

• Instructions during the course of litigation

Superior Court documents

- General heading (action)
- General heading (application)
 - Backsheet

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Pleadings (action)

- Information for Court use
 - Notice of action
 - Statement of claim
- Statement of defence (and counterclaim)
 - Reply

Pleadings (application)

· Notice of application

Change of lawyer

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

Motions

- Notice of motion
 - Factum
- Consent (written motion)

Discovery

For the discovery plan, see the appended plan in the timetable section.

- Affidavit of documents (individual)
- Affidavit of documents (corporation or partnership)
 - · Undertakings chart
 - Request to inspect

Requisitions

- Blank requisition
- To note in default

Affidavits

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

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Concluding documents

- Order in a proceeding
- Offer to settle (49A)
 - · Costs outline
- East region endorsement form

Court of Appeal documents

- General heading (appeal)
 - Notice of appeal

Perfecting appeal

• Certificate of perfection

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

Arbitration

- General heading (arbitration)
 - · Final decision and award

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Transactions

Real estate

• Draft trust ledger statement

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