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

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

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

Transactions

Real estate

- Draft trust ledger statement

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