

# 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
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## Court of Appeal documents

- General heading (appeal)
  - Notice of appeal

## Perfecting appeal

- Certificate of perfection
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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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Last update: **2024/07/08 19:33**

