

**SUPERIOR COURT
CIVIL MATTERS**
ROLL – Courtroom 2.16

AIDE-MÉMOIRE

AS OF MARCH 15, 2021

Procedures have been implemented to avoid having to go to the Montreal courthouse. Here is a list of the applications concerned:

TYPE OF APPLICATION	HOW TO PROCEED?	EMAIL ADDRESS	TIME LIMIT	ADDITIONAL INFORMATION
UNCONTESTED APPLICATIONS				
Uncontested applications for postponement	<ul style="list-style-type: none"> Send an email Subject line of email: Indicate the file number 	courpratique-remise@justice.gouv.qc.ca	The day before the date of presentation, by 4:00 p.m.	For postponements of less than 30 days, attend the virtual calling of the roll in Courtroom 2.16 using TEAMS
Request for a hearing date	<ul style="list-style-type: none"> Send an email with the Joint Declaration to Fix a Hearing of More than One Hour – Civil Practice and Special Proceedings or the Request for Setting down for Trial and Judgment by Way of a Joint Declaration – Civil Matters Subject of email: “Fixing a date” 	cour-pratique.216@justice.gouv.qc.ca	(...) <u>Between 8:00 a.m. and 12:30 p.m. on the last working day before the date of presentation</u>	You must participate in the virtual calling of the roll in Courtroom 2.16 to (...) <u>have your Joint Declaration verified. Once the special clerk has authorized the parties to obtain a hearing date, he or she will place the application on the Provisional roll of the civil practice division and of special proceedings, during which a date will be fixed in the presence of the parties and the master of the rolls.</u>
CONTESTED OR UNCONTESTED APPLICATIONS				
Any other application within the jurisdiction of the special clerk or of the judge	<ul style="list-style-type: none"> Fill out and send the Request for a hearing in civil matters form Subject line of email: “Request for a hearing in civil matters” 	cour-pratique.216@justice.gouv.qc.ca	(...) <u>(...) Between 8:00 a.m. and 12:30 p.m. on the last working day before the date of presentation</u>	Participation in the virtual calling of the roll in Courtroom 2.16 is not necessary. You will receive an email indicating the Courtroom to which you have been transferred, if applicable, or whether your application will be dealt with by the special clerk. <u>The form is optional for contested applications and mandatory for uncontested applications</u>

In the event of any discrepancy between this aide-mémoire and the Communiqués of the Superior Court (District of Montreal), please note that the Communiqués take precedence over this aide-mémoire.

It is important to consult the website of the [Superior Court](#) for the latest updates to this aide-mémoire.

The proceeding in question must be on the roll.

Always send “carbon copy” (cc) emails to all the parties in the file.

All the forms referred to above are available on the websites of the Superior Court and of the Bar of Montreal.