

**SUPERIOR COURT
FAMILY MATTERS**
Roll - Courtroom 2.17

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 2.17 using TEAMS.
Homologation of an agreement/extension of a safeguard order under sealed envelope	<ul style="list-style-type: none"> • Before the date of presentation: <ul style="list-style-type: none"> ○ Fill out and send the “Instructions for applications for homologation or extension under sealed envelope” (French only) form ○ Subject line of email: “Application for homologation by consent or for extension” 	courpratique-217@justice.gouv.qc.ca	By 8:30 a.m. the morning of the day of the presentation	You will receive the minutes by email.
Request for a hearing date	<ul style="list-style-type: none"> • Send an email with a copy of the Joint Declaration to Fix a Hearing of More than One Hour – Family Practice and of the documents to be filed in the record to complete it • Subject line of email: “Fixing a date” or “Filing of undertakings” 	courpratique-217@justice.gouv.qc.ca	<u>two working days</u> before the date of presentation	You must participate in the virtual calling of the roll in Courtroom 2.17 to obtain the date <u>or give the required undertakings</u> .
CONTESTED OR UNCONTESTED APPLICATIONS				
Any other application within the jurisdiction of the judge or of the special clerk	<ul style="list-style-type: none"> • Fill out and send the “Request for a hearing in family matters form” • Subject line of email: “Request for a hearing in family matters” 	courpratique-217@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 2.17 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.