SCHEDULE 26

NOTICE OF PRESENTATION – FAMILY PRACTICE

**CANADA SUPERIOR COURT**

**PROVINCE DE QUÉBEC** (Family Division)

**DISTRICT DE GATINEAU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**No : 550- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Plaintiff

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Defendant

**NOTICE OF PRESENTATION**

**FAMILY PRACTICE**

1. **PRESENTATION OF THE APPLICATION**

**TAKE NOTICE** that the demand will be presented in the Family Practice Division of the Superior Court, in a courtroom to be determined of the Gatineau Courthouse, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, at 9:00 a.m., or as soon as counsel may be heard.

You must participate to the virtual calling of the preliminary roll which is held the day prior to the presentation of the demand, namely on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 9:30 a.m. in the virtual hearing room created specifically for the calling of the preliminary roll. **If you are not represented by a lawyer, you must present yourself in the virtual hearing room created specifically for the calling of the preliminary role at 8:30 am to register your presence and receive instructions from the special clerk to enable you to participate to the calling of the preliminary roll.**

1. **HOW TO JOIN THE VIRTUAL PRELIMINARY CALLING OF THE ROLL IN PRACTICE DIVISION**

The coordinates to join the calling of the preliminary calling of the roll are as follows:

1. **Using Teams**: by clicking on the link corresponding to the courtroom:[[1]](#footnote-1)

[Rejoindre la réunion Microsoft Teams - Appel préliminaire](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjM3NzRjMTktMDcyOC00NTFhLWJmYzAtMzBkZWNkNTc0OWFh%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%22d6a23183-9925-4ce3-88fa-e0836dcc5925%22%7d)

You must then fill in your name and click “Join Now”. In order to facilitate the process and the identification of the parties, we invite you to fill in your name in the following manner:

Attorneys: Mtre Name, Surname (name of the party being represented)

Parties not represented by an attorney: Surname only (specify: Plaintiff, Defendant or other)

1. **By telephone**:

Canada (Toll Free): (833) 450-1741

Canada, Québec (Charges will apply): +1 581-319-2194

Conference ID: 798 481 18#

1. **In person**, if and only if the above-mentioned means are not available.
2. **FAILURE TO ATTEND THE CALLING OF THE ROLL IN PRACTICE DIVISION**

**TAKE NOTICE** that should you fail to attend the calling of the roll, a judgment by default could be rendered against you, without further notice or delay.

1. **HOW TO JOIN THE VIRTUAL ROOM FOR THE ROLL IN PRACTICE DIVISION**
2. **Using Teams :** by clicking on the link corresponding to the courtroom**[[2]](#footnote-2)**.

[Rejoindre la réunion Microsoft Teams - SALLE #3 - Gatineau](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjI2YzczZjEtZjgwZS00NjM3LWJmNzgtODE1OWQ1YjgyODIy%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%22d6a23183-9925-4ce3-88fa-e0836dcc5925%22%7d)

You must then fill in your name and click “Join Now”. In order to facilitate the process and the identification of the parties, we invite you to fill in your name in the following manner:

Attorneys: Mtre Name, Surname (name of the party being represented)

Parties not represented by an attorney: Surname only (specify: Plaintiff, Defendant or other)

1. **By telephone:**

Canada (Toll Free): (833) 450-1741

Canada, Québec (Charges will apply): +1 581-319-2194

Conference ID: 198 909 882#

1. **In person**, if and only if the above-mentioned means are not available.
2. **OBLIGATIONS**

*5.1 Duty of cooperation*

**TAKE NOTICE** that you are duty-bound to co-operate and, in particular, to keep one another informed at all times of the facts and particulars conductive to a fair debate and to make sure that relevant evidence is preserved. (*Code of Civil Procedure*, art. 20).

*5.2 Dispute prevention and resolution processes*

**TAKE NOTICE** that before referring your dispute to the courts, you must consider private dispute prevention and resolution processes which are negotiation between the parties, and mediation, in which the parties call on a third person to assist them (*Code of Civil Procedure*, art. 2).

*5.3 Directives*

You must respect the Directives specific to family matters in the district of Gatineau which can be found on the Superior Court of Quebec website or the Barreau de l’Outaouais website.

*5.4 Spousal support*

Please note that if the application seeks spousal support, you must notify and file your statement of income and expenses and balance sheet in accordance with Form III published on the Quebec Superior Court website at least 5 days before the date of the presentation of the application.

*5.5 Child Support*

**TAKE NOTICE** that you must serve to the undersigned attorney and deposit in the Court’s file, **AT LEAST FIVE (5) DAYS** before the preliminary call the following documents:

* The Child Support Determination Form (Schedule 1) duly completed and singed including your declaration regarding the required information as prescribed by section 444 C.p.c.;
* The prescribed documents as per section 443 C.p.c., namely:
  + Proof of all your income for the current year;
  + Your complete Federal and Provincial Income Tax Returns for the last fiscal year;
  + The financials statements of any business in which you hold interests and/or proof of your self-employment income;
  + The statement of income and expenses relating to any rental property that you own;

Otherwise, we may, at the discretion of the Court, proceed by default on the Demand for Child Support based the documents already in our possession.

**PLEASE GOVERN YOURSELF ACCORDINGLY.**

Gatineau, this\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mtre.   
Attorney for   
Email:

Tel:

1. The list of the permanent Teams hyperlinks to the virtual hearing rooms of the Gatineau Courthouse is attached to these Directives (Schedule 9 which you can download by clicking [here](https://coursuperieureduquebec.ca/fileadmin/cour-superieure/Districts_judiciaires/Gatineau/Annexes/version_anglaise/DIRECTIVES_-_SCHEDULE_9.pdf)). It is also published on the Barreau de l’Outaouais website. [↑](#footnote-ref-1)
2. La liste des liens Teams de toutes les salles d’audience du Palais de Justice de Gatineau sont annexés aux présentes directives (annexe 9 que vous pouvez télécharger en cliquant [ici](https://coursuperieureduquebec.ca/fileadmin/cour-superieure/Districts_judiciaires/Gatineau/Annexes/DIRECTIVES_-_ANNEXE_9.pdf)). La liste est également publiée sur le site Internet du Barreau de l’Outaouais. [↑](#footnote-ref-2)