



SUPERIOR COURT OF QUÉBEC

SUPERIOR COURT DIRECTIVES FOR THE DISTRICT OF GATINEAU IN EFFECT AS OF MAY 1, 2021 UPDATED TO NOVEMBER 22, 2021

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GENERAL DIRECTIVES

Purpose and scope

1. These directives are adopted pursuant to article 63 of the *Code of Civil Procedure* (C.C.P). They are complementary to the [Regulation of the Superior Court of Québec in civil matters](#) which you can download by clicking on the hyperlink and the [Regulation of the Superior Court of Québec in family matters](#) which you can download by clicking on the hyperlink.
2. They apply to all civil, family, and commercial law cases, including bankruptcy and insolvency in accordance with the guiding principles as set out in the *Code of Civil Procedure*.

Case protocol

3. Subject to special rules provided for certain cases (paragraph 2 of article 141 C.C.P.), the parties must establish a case protocol which will govern the proceeding of any originating application in a contentious matter.
4. The parties must use the Case protocol in civil matters form and the Case protocol in family matters form for the Montreal division, which are appended to these directives (Schedule 1 which you can download by clicking [here](#) and Schedule 2 which you can download by clicking [here](#).
 - a) In the first protocol, the first page of the form must be completed. The information entered there is used to identify cases that could be subject to case management, based on the triage indicators listed below;
 - b) The case protocol must be notified to the parties prior to being filed with the court office unless the parties have signed it (article 149 C.C.P.);
 - c) The principal application and the recourse in warranty are joined in a single proceeding and are subject to the same case protocol (article 190 C.C.P.).
5. The court clerk must refuse the filing of a case protocol or a proposed case protocol that is not in keeping with the forms provided.
6. A party that does not file a proposed case protocol may be barred from filing preliminary exceptions or from proceeding with examinations or filing expert reports. Furthermore, a judgment by default may be rendered against a defendant who does not file a proposed case protocol if he or she has not filed his or her brief of grounds of contestation and his or her defence within the time limit provided for in the plaintiff's draft protocol.
7. The parties must complete **all of** the protocol or proposed protocol boxes

where applicable. The defendant must state his or her grounds of defence in the box provided for this purpose or append them to the protocol (section 20 of the *Regulation of the Superior Court of Québec in civil matters*). Failure to do so could result in the plaintiff proceeding by default.

8. When preparing the protocol, the parties are encouraged to discuss the usefulness of having joint expert evidence.
9. The statement of the grounds of defence in the protocol must, on penalty of sanction, comply with the requirements of paragraph 1 of article 99 C.C.P.
10. If one party fails to cooperate in establishing a case protocol, the other party files a proposed protocol within the time limit for filing. At the expiration of 10 days following its filing, the proposal stands in lieu of the protocol, unless the defaulting party has stated his or her points on which the parties differ (article 152 C.C.P.).
11. If each party submits a proposed protocol, the court may establish the protocol on its own initiative or convene the parties to a management conference (article 152 C.C.P.). In such a case, the parties must file a list in writing stating the points on which they differ. If one party fails to cooperate to establish the protocol, he or she may be subject to a sanction pursuant to article 342 C.C.P.
12. Triage indicators have been established under article 150 of the *Code of Civil Procedure* to determine which cases should be evaluated by the court for case management purposes. These indicators are applied in two stages:
 - a) A computerized triage is done when the first case protocol is filed or when the first proposed protocol is submitted. The indicators used for this triage are:
 - 1) All cases in the 05, 11, 14, 17 jurisdictions bearing descriptive codes:
 - 36 - bodily injury
 - 89 - latent defects
 - 52 - wills – successions
 - C2 - dismissal
 - D1 - defamation
 - I2 - co-ownership litigation
 - 11 - boundary determination
 - RO - oppression remedies
 - TV - issues between neighbours or neighbouring properties;
 - A1 - disability insurance
 - 2) All matters in the 04, 05, 11, 12, 14, 17 jurisdictions:

- Where two or more parties are not represented by counsel
 - involving more than eight parties
- b) A manual triage is carried out by the court office when the first case protocol is filed for all cases in the 04, 05, 11, 12, 14 and 17 jurisdictions that contain one of the following elements:
- application for a stay of proceeding
 - application to extend the time limit
 - more than six expert reports
 - application to authorize a written defence
 - more than six pre-trial examinations
 - examinations: duration not in keeping with article 229 C.C.P.
 - lack of signature or notification to client.
13. A party may not file a written defence unless so authorized by the court. To do so, the defendant must state in the protocol the grounds justifying the filing of a written defence. Article 171 C.C.P. states that the court may authorize the filing of a written defence only if the case presents a high level of complexity or if special circumstances warrant it.
14. The written defence must respect the requirements of articles 99 and 102 C.C.P.
15. The mere fact that the defendant announces the filing of a cross-application in the protocol does not alone justify the filing of a written defence.
16. The parties cannot extend the time limit to set the case down for trial and judgment merely by consent. When the parties jointly seek an extension of the time limit, they must state the grounds for their application and the proposed new expiration date, having assessed it in light of the computation of the time limits under article 173 C.C.P.
17. A judge examining a protocol may, without a hearing, rule on the following joint applications:
- a) to extend the time limit to set the case down for trial and judgment (articles 173 and 174 C.C.P.);
 - b) to stay the proceeding to negotiate a settlement (article 156 C.C.P.);
 - c) to be authorized to file a written defence (article 171 C.C.P.).
18. Cross-applications are made in writing but defended orally, unless the court authorizes that it be defended in writing (article 172 C.C.P.).
19. Pre-trial examinations may be conducted only if they were provided for in the

case protocol (article 221 C.C.P.). In the protocol, the parties must specify the specific date, time, and place of each pre-trial examination. The parties can not merely indicate a cut-off date to hold pre-trial examinations unless the dates are unforeseeable.

Case management conference

20. At any time during the proceedings, the parties may be convened at the court's initiative to take part in a case management conference.
21. Counsel for a party who is taking part in a case management conference must have actual knowledge of the case and be in a position to make admissions, give undertakings, and make any other decision relating to the conduct of the proceedings. Parties in default may be subject to a sanction pursuant to article 342 C.C.P.
22. If the defendant fails to attend the case management conference, the case may be set down for trial and judgment on an order of the court (article 175 C.C.P.).
23. The court will determine, even on its own initiative, which case management measures are appropriate according to the circumstances of the case (article 158 C.C.P.) and the guiding principles of procedure (articles 17 *et seq.* C.C.P.)
24. The parties may also seek the court's intervention by way of a notice of case management (article 158 C.C.P.).

Request for special case management

25. A request for special case management (article 157 C.C.P.) must be made by an application and not by way of a notice of case management. The party requesting special case management must allege the grounds relating to the nature, character, or complexity of the case that justify special case management, as well as the conclusions sought.
26. If the judge finds, based on the record, and in light of the likely conduct of the case, that it might warrant special case management in accordance with the guiding principles of the *Code of Civil Procedure*, he or she sends the case to the coordinating judge. Otherwise, the application will be dismissed.

Application for provision of care

27. An application to obtain authorization from the court for the provision of care to a minor or a person of full age incapable of giving consent cannot be presented before the court less than five days after the application has been notified to the interested persons (article 395 C.C.P.).
28. Such application must be presented on the date the plaintiff will have

obtained from the coordinating judge.

Application for judicial review

29. An application for judicial review may be presented *pro forma* on a civil practice session date, respecting the 15-day period after service set out in article 530 C.C.P.
30. The parties must agree on a time limit for the filing of each party's brief. The time limits to file the briefs is set by the parties or, failing agreement, by the court.
31. Each party files a brief of no more than 10 pages, which must include:
 - a) a summary of the judgment to be reviewed or quashed;
 - b) the issues in dispute;
 - c) the applicable standard of review;
 - d) the reasons the impugned judgment should be reviewed, quashed, or upheld;
 - e) a list of the relevant authorities.
32. A hearing date is fixed by the coordinating judge once all the briefs are filed.

Applications in the course of a proceeding

33. Applications in the course of a proceeding must be presented during a civil or a family practice session according to the specific directives for civil or family matters set out in the following sections of these directives.

Consolidation of proceedings

34. Even when consolidated under article 210 of the *Code of Civil Procedure*, each of the proceedings thus joined remains separate.
35. The parties must file a copy of the pleadings in each of the consolidated proceedings with the court office.
36. Should the parties fail to do so, the court office will register in the court's record only the first heading appearing in the pleading, which will then be filed in that case alone. The court will consider only the proceeding in which the pleading has been filed.
37. When required, the parties must pay the filing fees in each case (i.e., the stamp for requests to set down due for each of the consolidated proceedings).

38. If a request for setting down is filed in only one case, the sanction under article 177 C.C.P. (presumption of discontinuance) applies to the other consolidated proceedings.

Contempt of court

39. Any pleading seeking a citation for contempt of court must be accompanied by a draft order consistent with the draft appended to these directives (Schedule 3 which you can download by clicking [here](#)).
40. The draft order must set out in detail the alleged offences and the facts that support the application and specify whether the person concerned is subject to one or more sanctions.

Request for setting down for trial and judgment – files with case protocols

41. In contentious cases governed by a case protocol (paragraph 1 of article 141 C.C.P.), the plaintiff is required under article 173 C.C.P. to file the request for setting down for trial and judgment within six months in civil matters and within one year in family matters, after:
- the date on which the case protocol is presumed to be accepted (article 150 C.C.P.); or
 - the date of the case management conference following the filing of the case protocol;
 - the date on which the case protocol is established by the court; or
 - the service of the originating application if the parties or the plaintiff have not filed a case protocol or a proposed case protocol within the prescribed time limit for doing so.
42. A request for setting down for trial and judgment (article 174 C.C.P.) is made by filing the form for the Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Civil Matters and the Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Family Matters, which are appended to these directives (Schedule 4 which you can download by clicking [here](#) and Schedule 5 which you can download by clicking [here](#)). The filing must be accompanied by payment of the related filing fees.
43. Before preparing the request for setting down for trial and judgment by way of a joint declaration, the parties must discuss the relevance of planning a meeting between their respective experts to identify the points where they agree and where they differ, with a view to reducing the duration of the hearing and clarifying the specific elements to be decided by the court.
44. Failure to complete the request for setting down: A party that fails to complete the request for setting down within the time limit is presumed to

have discontinued the application (article 177 C.C.P.); the party may also be subject to a sanction under article 342 C.C.P.

45. Setting a case down for judgment for failure to answer the summons (article 175 C.C.P.): The case is dealt with when the plaintiff files a request for setting down for judgment by default for failure to answer the summons, along with the exhibits and the plaintiff's own affidavit.
46. Setting a case down for judgment for failure to file a defence (articles 175 and 180 C.C.P.): The case is dealt with when the plaintiff files a request for setting down for judgment by default for failure to file a defence, along with a notice of presentation at a civil or family practice session, given at least five days in advance, along with the plaintiff's exhibits and detailed affidavits.
47. Setting down for judgment after failure to attend the case management conference (articles 175 and 180 C.C.P.): The case is set down for judgment by the court. The plaintiff files the request for setting down for judgment for failure to attend the case management conference, along with a notice of presentation at a civil or family practice session, given at least five days in advance, along with the plaintiff's exhibits and detailed affidavits.

Extension of the time limit for filing the request for setting down

48. Any application to extend the time limit for filing the request to set the case down for trial and judgment must be made by way of an application, not by a notice of case management, to be presented during a civil or family practice session. This application must be supported by one or more affidavits, depending on the circumstances justifying the extension (article 173 C.C.P.).
49. An application to extend the time limit by consent, containing supporting grounds, made on the form provided for this purpose (Schedule 6 which you can download by clicking [here](#)) need not be presented during a practice session but may simply be filed at the court office, along with the amended case protocol. The application will be dealt with by a special clerk or a judge. However, if the delay has already been extended twice, a request for extension, even by consent, must be presented during a practice session.

Attestation that a record is complete (ARC)

50. Once the request for setting down for trial and judgment has been filed with the court office, the clerk verifies whether the record is complete and ready for trial and, if appropriate, signs an attestation that the record is complete (ARC) specifying the estimated duration of the trial on the merits, and so informs the parties (section 21 of the *Regulation of the Superior Court in civil matters*).
51. An attestation that a record is complete concerning consolidated cases will be issued only when all the consolidated cases are ready for trial. Where

applicable, the attestation that a record is complete will be filed in all the consolidated cases.

52. If cases are consolidated after a request for setting down for trial and judgment has been filed in one of the cases, a request for setting down must be filed in each of the other cases within the time limit set by the court.

Notice that a record is incomplete (NRI)

53. If the clerk ascertains that the record is incomplete after the request for setting down for trial and judgment has been filed in accordance with article 174 C.C.P., he or she sends a notice to the parties.
54. The parties then have 30 days to correct the situation, failing which they run the risk of having the record returned to the archives without further notice. In such a case, the parties must reactivate the file after remedying the default (section 21(b) of the *Regulation of the Superior Court in civil matters*).

Request for setting down for trial and judgment – files without case protocols

55. In cases that are not subject to a case protocol (e.g., paragraph 2 of article 141 C.C.P; article 154 C.C.P.; section 20(a) of the *Regulation of the Superior Court of Québec in civil matters*), the parties must file with the court office the form for the Joint Declaration to Fix a Hearing of More than Two Hours (Schedule 7 which you can download by clicking [here](#));
56. In family matters, the form for a Joint Declaration to Fix a Hearing of More than Two Hours (Schedule 8 which you can download by clicking [here](#)) must be sent to the master of the rolls (maitredesroles-cs-gatineau@justice.gouv.qc.ca); (see section 185 of the present directives which deals with the contested practice roll);

Fixing a case by preference

57. Any application to fix a case by preference must be presented to the coordinating judge and must state supporting grounds.

Fixing of cases without case protocols

58. Cases are fixed by the master of the rolls or by the coordinating judge once the form for the Joint declaration to Fix a Hearing of More than Two Hours has been filed.
59. Any request for a hearing of more than two days is referred to the calling of the provisional roll of cases on the merits.

Fixing on the merits of cases governed by case protocols - calling of the provisional roll

60. When the case is ready and the attestation that the record is complete has been issued, the master of the rolls prepares a list of the cases that may be called on the provisional roll.

The master of the rolls sends the parties the extract of the list relating to their case. The master of the rolls then convenes them by email or by mail to a calling of the provisional roll (section 22 of the *Regulation of the Superior Court of Québec in civil matters*), which begins at 9:00 a.m. on the date indicated.

61. The calling of the provisional roll takes place virtually in virtual courtroom #11 of the Gatineau courthouse.

The information to join the calling of the provisional roll in virtual courtroom #11 is as follows:

- a) Using Teams: click on the login link for Courtroom #11:¹

[Join the Microsoft Teams meeting - ROOM #11 - Gatineau](#)

- b) By telephone:

Canada Quebec (charges apply): 1 581-319-2194

Canada Quebec (toll-free): 833 450-1741

Meeting ID: 312 121 807#

- c) Using a videoconferencing device:

teams@teams.justice.gouv.qc.ca and

VTC Conference ID: 1155450622

62. Instructions relating to the calling of the provisional roll are appended to these directives (Schedule 10 which you can download by clicking [here](#)).
63. The calling of the provisional roll is presided over by the coordinating judge or by a judge designated by the coordinating judge.
64. Before parties appear for the provisional roll, they must verify their availabilities and, if necessary, that of their expert witnesses, so that the trial date may be fixed without delay.
65. Before the calling of the provisional roll, the parties or their counsel must cooperate to shorten the trial. They must, among other things, make any

¹The list of all Teams links associated with the courtrooms of the Gatineau courthouse is appended to these Directives (Schedule 9 which you can download by clicking [here](#)). It is also published on the website of the Barreau de l'Outaouais.

suitable admissions.

66. In the five days following the calling of the provisional roll, counsel and unrepresented parties must inform their witnesses (ordinary and expert) of the trial date that was fixed during the calling of the provisional roll;
67. When a case is settled after it has been entered on a provisional roll, the parties must notify the master of the rolls as soon as possible at the following address:

maitredesroles-cs-gatineau@justice.gouv.qc.ca
68. When all the parties wish to postpone a case entered on a provisional roll, they can avoid attending the provisional roll session by informing the master of the rolls by email no later than the day preceding the calling of the provisional roll.
69. The parties may postpone a case entered on the provisional roll three times. Any further postponement must be authorized by the coordinating judge. The request for postponement must then be communicated to the other parties and sent to the coordinating judge by email. It must state the file number, the names of the parties, the names of counsel, the grounds for the request for postponement, and whether the request is made by consent or whether it is contested.
70. Counsel taking part in the calling of the provisional roll must have actual knowledge of the case. He or she must be in a position to make admissions and make any other decision relating to the conduct of the proceedings. Failing this, parties in default may be subject to a sanction pursuant to article 342 C.C.P.
71. During the calling of the roll, the coordinating judge confirms that the case is ready for trial, that the request for setting down still reflects the reality of the case, and that the matter is still contested.
72. The coordinating judge summarily discusses the appropriate means to simplify the hearing with the parties or their counsel. The coordinating judge may take all measures to ensure the sound management of the case in light of the court's resources and in compliance with the guiding principles of the *Code of Civil Procedure*.
73. If the case is ready and the parties can confirm their availabilities and those of their ordinary and expert witnesses, the coordinating judge fixes a trial date. When the anticipated duration of the hearing is 20 days or more, the coordinating judge sends the case to be fixed to the associate chief justice, after the calling of the provisional roll.
74. If counsel and unrepresented parties fail to attend a calling of the provisional roll, the coordinating judge may take all measures deemed necessary to

ensure their participation. If counsel or unrepresented parties cannot be reached, the coordinating judge may strike the case from the provisional roll.

75. If, during the calling of the provisional roll, the parties or their counsel declare that the case is in the process of being settled, the coordinating judge may, at his or her discretion, strike the case or postpone it to a subsequent calling of the provisional roll.

Pre-trial conference

76. A request for a pre-trial conference in a case that is ready may be made only if the case appears on a provisional roll.
77. Pre-trial conferences may be fixed by the coordinating judge at his or her initiative or at the request of one of the parties.

Updating a case between the calling of the provisional roll and the trial

78. Any application in the course of a proceeding that does not affect the duration of the hearing may be presented during a practice session.
79. Any application likely to shorten or lengthen the duration of the hearing of a case that is already fixed must be sent to the coordinating judge. In such a case, the coordinating judge sends the parties the appropriate instructions to deal with the application.
80. Depending on the circumstances, the coordinating judge or the judge hearing the application may decide to cancel the hearing and require the parties to file a new request for setting down the case for trial and judgment by way of joint declaration.

Request for postponement

81. A request for postponement of a case fixed on the merits must be notified as soon as possible to the coordinating judge or the judge managing the week of the term during which the hearing is fixed.
82. A request for postponement of a case fixed in contested practice must be presented to the coordinating judge as soon as possible.

Filing of pleadings and exhibits

83. The text of pleadings and affidavits must be single-spaced and the font must be 12-point or equivalent.
84. Exhibits must be paginated and should preferably be bound. However, they should not be put in ring binders because this format prevents them from being placed in the filing system.
85. Under article 250 C.C.P., exhibits must be filed in the court office at least 15

days before the scheduled trial date or at least 3 days before that date if the trial is fixed in less than 15 days. The court may, however, require that exhibits and other evidence be delivered to it within the time it specifies.

86. However, exhibits invoked in support of an application in the course of a proceeding must be filed at the court office within the time limit set out in the specific directives for civil and family matters. Moreover, during the hearing of the application, the parties must have an electronic copy available for the court.
87. Pleadings and exhibits may be filed at the court office in person or by mail and, when permitted, through the Digital Court Office of Québec (“digital court office”), which was launched by the government of Quebec on June 15, 2020. In all cases, filing fees must be paid.
88. Certain pleadings can be filed through the digital court office, according to the list available on the Justice Quebec website, along with certain documents (forms, proof of notification, etc.), for civil, family, and commercial matters. You can reach the digital court office at the following email address: <https://gnjq.justice.gouv.qc.ca/en/Accueil>.
89. Please note, however, that the digital court office cannot be used to file evidence (affidavits, exhibits, or other documents), other than evidence filed in support of the following pleadings:
 - An injunction;
 - A seizure before judgment;
 - An application for a special method of notification;
 - A proceeding in a non-contentious proceeding: only applications to appoint a provisional administrator or to reassess protective supervision;
 - In family matters: only joint applications and agreements;
 - An acquiescence to a claim;
 - An application to change district;
 - An application to extend or suspend time limits;
 - An application for a joinder of proceedings;
 - An application to authorize care.
90. To obtain information about how the digital court office functions and the rules governing its use, counsel and unrepresented parties are invited to visit the Justice Quebec website by clicking the following link:

<https://qnlq.justice.gouv.qc.ca/en/accueil>.

91. Pleadings without filing fees that are filed through the digital court office are deemed to have been filed on the day of their receipt, if they are filed on a working day between 8:30 a.m. and 4:30 p.m. Otherwise, they are deemed to have been filed on the following working day.

Pleadings with applicable filing fees are deemed to have been filed on the day of their receipt if the filing fees are paid within 2 working days following the reception of the payment notice. Otherwise, they are deemed to have been filed on the day of the payment of the filing fees.

92. Any pleading filed through the digital court office is printed and dated by court office personnel and is considered the official pleading in the record. Thus, when a pleading has been filed through the digital court office, counsel and unrepresented parties need not use other means of filing (e.g., mail or the boxes located at the courthouse).
93. Exhibits in support of pleadings that may be filed through the digital court office are also printed and filed in the record. Thus, when permitted exhibits are filed at the digital court office, counsel and unrepresented parties need not use other means of filing (e.g., mail or the boxes located at the courthouse).
94. Using the digital court office does not relieve a party from filing the original of an exhibit where the *Code of civil procedure* or the *Regulation of the Superior Court of Quebec in civil matters* or the *Regulation of the Superior Court in family matters* requires that the original of an exhibit be filed. Moreover, it is not possible to file a sealed document through the digital court office. Therefore, if the documents contain elements generally held to be confidential, they must be filed in the court office by mail or in person.

Settlement conference

95. Parties who wish to take part in a settlement conference must cooperate to request its holding as quickly as possible after the beginning of the proceeding. A request for a settlement conference may be made only if all parties have a genuine desire to settle the case and are willing to make compromises to do so.
96. Any request for a settlement conference made more than 30 days after the date of the hearing on the merits has been fixed must be authorized by the coordinating judge; such authorization will be given only in special circumstances.
97. Parties who request that a settlement conference be held must fill out the form for a Joint Request of the Parties for a Settlement Conference (Schedule 11 which you can download by clicking [here](#)) and submit it to the master of the rolls:

maitredesroles-cs-gatineau@justice.gouv.qc.ca

98. A settlement conference may be held virtually or semi-virtually via the Microsoft Teams platform. The coordinating judge or the judge assigned to preside over the settlement conference will determine with the parties the appropriate manner to hold the conference, according to the circumstances of each case.

Virtual and semi-virtual hearings (virtual courtrooms)

99. Virtual courtrooms have been created using the Microsoft Teams platform in association with each courtroom of the Gatineau courthouse. A dedicated virtual courtroom has also been created for the preliminary calling of the roll in family practice. A permanent Teams link is assigned for each courtroom.
100. The list of Teams links to the virtual courtrooms and the link for the calling of the preliminary roll in family practice is appended to these directives (in PDF and Word format (Schedule 9 which you can download by clicking [here](#)). This list is also published in PDF and Word format on the website of the Barreau de l'Outaouais.
101. Please note that in order to insert a Teams link in a Word document such as a notice of presentation or a notice to a witness, the link in question must be copy-pasted from the permanent Teams links list in the Word format.
102. It is not necessary to install the Teams application to join a virtual courtroom. It is possible to join a virtual courtroom by clicking on the Teams link associated with the relevant courtroom.
103. It is also possible to join a virtual courtroom by telephone. The telephone number and conference ID is listed under the Teams link for each virtual courtroom.
104. When a hearing takes place virtually or semi-virtually, a party who wants to call a witness must send that person a notice to a witness or a subpoena.

Two models of notices to witnesses are appended to these directives:

- (1) one model when the courtroom where the hearing will be held has already been identified by the time the notice is sent (Schedule 12 which you can download by clicking [here](#)); and
- (2) one model when the courtroom where the hearing will be held has not yet been identified by the time the notice is sent (Schedule 13 which you can download by clicking [here](#)). In such a case, the parties are informed no later than on the morning of the hearing of the courtroom number in which the hearing will be held. Then, the Teams link associated with the hearing is forwarded to the witness.

An information document for the witnesses is also appended to these directives, in English and French (Schedule 14 which you can download by clicking [here](#)).

105. When the courtroom has already been identified, counsel or the party who is calling the witness must include the Teams link associated with the courtroom in the notice to the witness (by copy-pasting the appropriate link from the list of permanent Teams links for the Gatineau courthouse, Word version).
106. When a person testifies by videoconference, the party who called the witness must provide him or her in advance with the exhibits in respect of which his or her testimony is required or be able to quickly provide them electronically before his or her testimony.
107. A party or counsel who wishes to present exhibits or other documents to a witness during a cross-examination must be able to send them electronically before or during the cross-examination.
108. A party may also call a witness by subpoena, especially if the party expects that the witness will not take part in the hearing voluntarily. The model prepared by Justice Quebec (which you can download by clicking [here](#)) allows the party to specify whether the testimony will be delivered at the courthouse or technologically.

If the testimony is expected to be delivered virtually, the subpoena must state that the witness is required to contact counsel or the unrepresented party requesting the witness's testimony prior to the hearing to obtain the information required to connect to the virtual courtroom and, where relevant, to determine how the documents the witness is expected to have in hand may be sent to the parties and the court.

Cases set down on the merits

109. Cases set down for a hearing on the merits are actively managed by the case management judge for the cases fixed on the merits.
110. The case management judge discusses the conditions related to the holding of a hearing with counsel and unrepresented parties and issues the appropriate instructions according to the circumstances of each case. He or she then determines whether the case will be heard in person, virtually, or semi-virtually.
111. At least 14 days before the hearing, the parties must send to the case management judge a detailed joint trial plan that lays out: the issues still in dispute and the conclusions sought by each party; the admissions; the anticipated objections; the order of presentation of the evidence; the names of the witnesses being called to testify; the preferred manner of their testimony (in person or virtually); and the planned duration of their testimony

(including cross-examination and re-examination). The trial plan must be prepared based on the model appended to these directives (Schedule 15 which you can download by clicking [here](#)).

112. The parties must promptly inform the case management judge, or the coordinating judge if they have not yet had any communication with the case management judge, of any settlement reached. When an agreement must be homologated by the court, it is sent to the case management judge or, if that judge has not yet been identified, the coordinating judge.
113. Any request for postponement must be addressed to the case management judge or, if he or she has not yet been identified, to the coordinating judge, and must state the file number, the names of the parties, the grounds for the request for postponement, and the position of the opposing party.
114. For reasons of limited judicial resources and proportionality, the parties must cooperate to avoid calling a witness unnecessarily at the trial.
115. At trial, the parties must respect the hearing time stated in the request for setting down the trial or imposed by the court, on penalty of sanction (article 342 C.C.P.).
116. The court may refuse to hear a witness if the evidence is irrelevant (articles 18, 19, 20 and 280 C.C.P. and article 2857 C.C.Q.).
117. Witnesses are entitled to the protection of the court (article 278 C.C.P.).
118. When raising an objection to the evidence, the party must state the legal basis for the objection.
119. The court may on its own initiative shorten the trial (article 158 C.C.P.).
120. The court may exceptionally exempt a party from paying, in whole or in part, the costs prescribed for each day of the hearing on the merits due to his or her financial situation (article 339 C.C.P.).

DIRECTIVES SPECIFIC TO CIVIL MATTERS

Judge in chambers

121. A party who intends to submit an application which requires immediate intervention and does not require the presentation of evidence (article 69 C.C.P.) must first contact the coordinating judge to inform him or her of her intent, and to obtain the name of the judge in chambers.
122. Except in special circumstances (e.g., seizure before judgment), the party making the application must notify the opposing party that an application requiring immediate intervention will be presented to the judge in chambers.

123. The party intending to present such an application must first pay the filing fees and have a file opened at the court office. The party must then communicate with the office of the judge in chambers or the coordinating judge to obtain instructions regarding the application process.

Civil practice sessions

124. During the regular judicial year (September to June), practice sessions are held every second Monday (or Tuesday if Monday is a holiday). A special schedule applies in July and August. The schedule of practice sessions is appended to these directives (Schedule 16 which you can download by clicking [here](#)).
125. Unless the coordinating judge decides otherwise, all practice sessions are held virtually.

Applications in the course of a proceeding

126. All applications in the course of a proceeding must be presented during a practice session.
127. Exhibits supporting an application must be grouped and each exhibit must have its own backing.
128. It is recommended that the parties file a draft judgment.
129. The calling of the roll for each civil practice session is held at 9:00 a.m. in virtual courtroom #3 and is presided by a judge. Instructions relating to the calling of the provisional roll of a civil practice session are appended to these Directives (Schedule 17 which you can download by clicking [here](#)).
130. Except in an emergency, only applications in the course of a proceeding accompanied by proof of notification, as well as exhibits and other documents that the party intends to bring to the attention of the court (affidavits and others) that were filed in the record at least two working days prior to the practice session (**no later than 4:30 p.m. on the Wednesday preceding the practice session**) are entered on the roll. Any request to add an application on the roll is dealt with by the judge presiding over the calling of the roll. A party objecting to an application must file the exhibits and other evidence he or she intends to bring to the attention of the court **no later than noon on the working day preceding the practice session (12:00 p.m. Friday)**.
131. The notice of presentation of an application in the course of a proceeding must include the Teams link for courtroom #3 and must be prepared according to the model provided in Schedule 18 which you can download by clicking [here](#).
132. Parties who, by consent, wish to postpone an application entered on the roll

of a practice session may avoid attending the calling of the roll by informing the court of the postponement no later than 12:00 p.m. on the working day prior to the session, at the following address:

rolecourdepratique.gatineau@justice.gouv.qc.ca

133. Unless authorized by the court, an application in the course of a proceeding that has been postponed three times is struck from the roll.
134. Cases are called one after another, in accordance with their number on the roll. Counsel and unrepresented parties may speak only when their case is called. Counsel who have more than one case on the practice roll must inform the judge presiding the calling of the roll as soon as the first case in which they are acting is called. If counsel for the party who filed the application in the course of a proceeding, or the unrepresented applicant, does not attend the calling of the roll, the case is struck from the roll.
135. During the calling of the roll, applications where the expected duration of the hearing is two hours or less (including the judge's reading time) that are ready are heard in a virtual courtroom designated by the judge presiding over the calling of the roll. Counsel who have more than one application on the roll must report to the case management room (virtual courtroom #3) after the hearing of each application in which he or she is acting.
136. If the parties do not agree on the duration of the hearing of an application in the course of a proceeding, the disagreement may be submitted to the court by way of a case management notice. The party who contends that the hearing will require more than two hours (including the judge's reading time) files a draft Joint Declaration to Fix a Hearing of More than Two Hours. If the judge presiding the session determines that the hearing will require more than two hours, the parties must complete the joint declaration and send it to the coordinating judge who will fix the date.
137. An application that cannot be heard because of the volume of cases on the roll is postponed to a subsequent practice session or to any other date determined by the coordinating judge. As needed, the judge presiding over the calling of the roll makes the appropriate orders to preserve the rights of the parties.
138. Cases that are not ready will be managed by the judge presiding over the calling of the roll.
139. During the calling of the roll, applications for which the expected duration of the hearing is two hours or more (including the judge's reading time) are managed by the judge presiding over the session. These files are set down for hearing by the coordinating judge after the parties have completed and filed the Joint Declaration to Fix a Hearing of More than Two Hours form that is appended to these Directives (Schedule 7 which you can download by clicking [here](#)).

140. The hearing of an application to dismiss (article 51 C.C.P. or article 168 C.C.P.) may not last more than one day, unless the court authorizes a longer hearing.
141. Any application in the course of a proceeding seeking a ruling on objections must be accompanied by a document grouping the objections by subject and undertakings at issue and must indicate the time required to deal with them.
142. *An Act to improve justice accessibility and efficiency, in particular to address consequences of the COVID-19 pandemic* (Bill 75), which came into effect on December 11, 2020, allows the judge to decide the following applications on the face of the record (without a hearing):
- An application to dismiss for abuse which lacks a reasonable chance of success or which is abusive (paragraph 2, article 52 C.C.P.);
 - An application to dismiss which lacks a reasonable chance of success (article 168 C.C.P.);
 - An application to rule on objections raised during a written or oral examination preliminary to the hearing (articles 223 and 228 C.C.P.);
 - An application respecting undertakings to disclose documents resulting from an examination (paragraph 4, article 221 C.C.P.);
143. An application in the course of a proceeding may be contested only orally, unless the court authorizes a written contestation, particularly when it is permitted to rule on the face of the record. During the hearing, any party may submit relevant evidence (article 101 C.C.P.) while respecting the guiding principles (article 17 *et seq.* C.C.P.).
144. When an application in the course of a proceeding is heard, counsel and unrepresented parties must have at their disposal electronic versions of the application, of the evidence filed in support of the application, and of their authorities so that they may send them quickly to the judge presiding the hearing, if needed.
145. A person must be served formal notice to find new counsel or to inform the parties of his or her intention to self-represent if his or her counsel has ceased representing him or her or if counsel's mandate was revoked. If the person fails to appoint new counsel, he or she is presumed to continue the proceeding as though not represented. The party will not be in default if he or she complies with the case protocol or the next steps that have been ordered (article 192 C.C.P.).

DIRECTIVES SPECIFIC TO FAMILY MATTERS

Judge in chambers

146. A party who intends to submit an application which requires immediate intervention and does not require the presentation of evidence (article 69 C.C.P.) must first contact the coordinating judge to inform him or her of her intent, and to obtain the name of the judge in chambers.
147. Except in special circumstances, the party making the application must notify the opposing party that an application requiring immediate intervention will be presented to the judge in chambers.
148. The party intending to present such an application must first pay the filing fees and have a file opened at the court office. The party must then communicate with the office of the judge in chambers or the coordinating judge to obtain instructions regarding the application process.

Family practice sessions

149. During the regular judicial year (September to June), family practice sessions are held every second Tuesday (or Wednesday if Monday is a holiday). A special schedule applies in July and August. The schedule of practice sessions is appended to these directives (Schedule 19 which you can download by clicking [here](#)). The preliminary calling of the roll takes place at 9:30 a.m. on the day preceding each practice session.
150. Applications in the course of a proceeding in family matters are addressed in two steps - the preliminary calling of the roll and the practice session – as follows:
 - The preliminary calling of the roll begins at 9:30 a.m. the day preceding the family practice session in the virtual courtroom created specifically for this purpose, the link for which can be found in the list of Teams links for the courthouse (Schedule 9 which you can download by clicking [here](#)). Participation in the preliminary calling of the roll is mandatory. To comply with *in camera* hearings in family matters, unrepresented parties must appear in the courtroom for the preliminary calling of the roll at 8:30 a.m. to register their attendance and receive instructions from the special clerk for their participation in the preliminary calling of the roll;
 - The practice session is held the following day and the session is managed by a judge sitting in virtual courtroom #3.
151. Unless the coordinating judge decides otherwise, all practice sessions are held virtually.
152. The hearing room for the preliminary calling of the roll opens at 8:30 a.m. for the following purposes:
 - Counsel who wish to add an application to the roll must make the request to the special clerk before the beginning of the preliminary

calling of the roll;

- Parties who wish to postpone an application entered on the roll must inform the special clerk before the beginning of the preliminary calling of the roll if they have not already informed him via an email;
- Unrepresented parties must register their attendance with the special clerk before the beginning of the preliminary calling of the roll. The special clerk gives them instructions to join the hearing room at the appropriate time when their file is called to the roll.

Procedure for the preliminary calling of the roll

153. Counsel and unrepresented parties who have cases entered on the preliminary roll of a family practice session must attend the preliminary calling of the roll.
154. However, parties may, by consent, postpone an application entered on the roll of practice and avoid participating in the preliminary calling of the roll by informing the court of the postponement no later than 12:00 p.m. on the working day preceding the practice session at the following address:
- rolecourdepratique.gatineau@justice.gouv.qc.ca
155. An application may not be postponed more than three times without authorization from the judge or special clerk. Failing authorization, any application postponed three times that has not been the subject of an application for postponement is struck from the roll.
156. Instructions relating to the preliminary calling of the provisional roll of a family practice session are appended to these Directives (Schedule 27).
157. Cases are called one after another, in accordance with their number on the roll. Counsel and unrepresented parties may speak only when their case is called. When counsel for the party who filed the application in the course of a proceeding or the unrepresented applicant does not attend the preliminary calling of the roll, the case is struck from the roll.

Applications for custody and support involving *de facto* spouses that are not accompanied by applications in the course of a proceeding

158. Originating applications whose conclusions pertain exclusively to a support obligation, child custody, or related measures are not subject to the obligation to establish a case protocol.

They may be presented *pro forma* at a practice session and must be served at least ten days before the date of presentation (article 411 C.C.P.). Parents may join this application with applications relating to patrimonial rights arising from their community of life (412 C.C.P.).

159. When presented, these applications are postponed *sine die* if they are not accompanied by an application in the course of a proceeding or any other notice of case management. They are the entered on the contested practice roll in compliance with the provisions set out below.

Applications in the course of a proceeding that do not require testimonial evidence and where the expected duration of the hearing (including the judge's reading time) is more than two hours

160. All applications in the course of a proceeding (case management notices, safeguard applications, and other applications not requiring testimonial evidence) must be presented at a family practice session.

161. Except in an emergency, only applications in the course of a proceeding accompanied by proof of notification, as well as exhibits and other documents that the party intends to bring to the attention of the court (affidavits and others) that were filed in the record at least two working days prior to the practice session (**no later than 4:30 p.m. on the Thursday preceding the practice session**) are entered on the preliminary roll. Any request to be added to the roll is dealt with by the special clerk presiding over the preliminary calling of the roll.

162. However, applications by consent cannot be entered on the role of practice; They must be filed at the court office by mail or in person or through the digital court office, and they must be accompanied by the following forms:

- Agreement determining safeguard support (Schedule 20 which you can download by clicking [here](#)) along with the application to homologate an agreement (Schedule 24 which you can download by clicking [here](#));
- Safeguard agreement suspending support (Schedule 21 which you can download by clicking [here](#)) along with an application to homologate an agreement (Schedule 24 which you can download by clicking [here](#));
- Application to extend a safeguard order (Schedule 22 which you can download by clicking [here](#)) along with an application to homologate an agreement (Schedule 24 which you can download by clicking [here](#));
- Application to appoint counsel for the child (Schedule 23 which you can download by clicking [here](#)) along with an application to homologate an agreement (Schedule 24 which you can download by clicking [here](#));
- Application to homologate an agreement of any type (Schedule 24 which you can download by clicking [here](#));
- Application to set down for judgment by default (Schedule 24 which you can download by clicking [here](#));

163. Joint applications and applications on consent accompanied with the exhibits

filed in their support can be filed in the digital court office. However, using the digital court office does not relieve a party from filing the original of an exhibit where the *Code of civil procedure* or the *Regulation of the Superior Court of Quebec in civil matters* or the *Regulation of the Superior Court in family matters* requires that the original of an exhibit be filed.

164. Exhibits in support of a safeguard demand or a case management notice cannot be filed in the digital court office.
165. All documents (applications, affidavits, exhibits, authorities) relating to a contested file presented at a practice session must be deposited in the box installed for that purpose at the court office. Applications for homologation and demands on consent must not be filed in that box.
166. Applications made by way of a case management notice must set out the conclusions sought using numbered paragraphs.
167. A psychosocial expertise cannot be obtained merely by consent of the parties. It must be authorized by the Court. When an order to conduct a psychosocial expertise is made, the parties must complete the Consent to Psychosocial Evaluation and the Consultation of Records form appended to these directives, which includes the contact list (Schedule 25 which you can download by clicking [here](#)). These forms must be submitted to the judge who made the order, not directly to the expert evaluation services at the Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO).
168. When a psychosocial assessment has been ordered, the parties must notify the coordinating judge if an agreement is reached or if circumstances occur that make it unnecessary to prepare the assessment.
169. It is recommended that parties file a draft judgment.

Application for safeguard measures

170. Applications for a safeguard order pertaining to support obligations, child custody, or related provisional measures may not be presented less than 10 days after the originating application has been served, as required by article 411 C.C.P.
171. As required by article 413 C.C.P., the party seeking support for himself or herself must file an income and expense statement and a balance sheet (Form III) at the court office at least 10 days before the application is to be presented. The defending party must file his or her own income and expense statement and balance sheet at least five days before the application is to be presented.
172. The parties adduce their evidence by way of detailed affidavits in accordance with the *Regulation of the Superior Court of Québec in family matters*.

173. An applicant party must file an affidavit in support of an application for a safeguard order. The opposing party may file an affidavit in response, and the applicant party may file an affidavit in reply. The filing of any other affidavit must be authorized by the court.
174. The application for a safeguard order and the affidavit filed in response will be a **maximum of 4 pages each, excluding the conclusions**. An affidavit in reply will be a **maximum of two pages**.
175. Exhibits must be grouped and each exhibit must have its own backing.
176. An application for a safeguard order is entered in the final roll to be heard only if the file is complete. A file is complete if all the documents – that is: (1) the application along with the initial affidavit and the exhibits invoked in support of the application have been filed at the court office no later than two working days prior to the practice session (4:30 p.m. on the Thursday preceding the practice session); (2) the opposing party's affidavit in response and the supporting exhibits have been filed at the court office no later than one complete working day prior to the practice session (4:30 p.m. on the Friday preceding the practice session); and (3) the affidavit in reply has been filed or will be filed at the court office no later than noon on the day preceding the practice session.
177. The application for a safeguard order which is entered on the roll for the first time and where the file is not complete is remanded to the following practice session. In such a case, a timeline is set for the filing of the response and reply affidavits in accordance with the following: the affidavit in response must be filed no later than on Tuesday the week preceding the practice session and the affidavit in reply must be filed no later than on Friday the week preceding the practice session.
178. The application for a safeguard order entered on the roll for the first time where the file is not complete but cannot wait to be heard at the next practice session because the matter is urgent is deferred to the judge presiding in the case management courtroom during the practice session the following day. The judge, as needed, will render the appropriate orders to preserve the rights of the parties.
179. If the emergency alleged in support of an application for a safeguard order is contested when initially presented, the case is kept on the roll to deal with that aspect only. If the emergency is acknowledged, the application is heard if the case is complete. If the case is not complete because one or more affidavits and/or exhibits are missing, the application is remanded to the next practice session and the timeline set out in article 176 applies. If needed, the judge who ruled on the emergency will render the appropriate orders to preserve the rights of the parties.
180. The notice of presentation of an application in the course of a proceeding

must include the link to the courtroom for the preliminary calling of the roll and contain the following:

- The information required to comply with the time limits set out in articles 411 and 413 C.C.P.;
- The date the application will be presented;
- A note stating that the party contesting the application must communicate his or her position to the applicant and, where relevant, his or her affidavit in response (4 pages maximum) and the exhibits he or she intends to adduce in support, and file them at the court office no later than 4:30 p.m. on the Friday preceding the preliminary calling of the roll;
- A note stating that the Directives specific to family matters applicable in the District of Gatineau must be respected and can be found on the Superior Court of Quebec website and on the Barreau de l'Outaouais website;
- The Teams link for the courtroom for the “preliminary calling of the family practice roll” must be copy-pasted in the notice of presentation (Word version). If not, the notice must state that the party may obtain the Teams link on the website of the Superior Court or of the Barreau de l'Outaouais.

A model notice of presentation is appended to these directives (Schedule 26 which you can download by clicking [here](#)).

181. Except in special circumstances, the duration of the parties' representations in case management notices and applications for safeguard orders are fixed for a **maximum of 30 minutes**. If the file is complex and several urgent applications must be decided, the duration is determined by the special clerk.

Procedure for the family practice session

182. The practice session is coordinated by a judge from courtroom #3, which serves as the case management room. All counsel and unrepresented parties who have an application on the roll must report in virtual courtroom #3 at 9:00 a.m.
183. The judge coordinating the practice session assigns applications to the available judges and directs counsel and unrepresented parties to the appropriate virtual courtrooms. Counsel who have more than one application on the roll must report to the case management room after the hearing of each application in which he or she is acting.
184. When an application in the course of a proceeding is heard, counsel and unrepresented parties must have at their disposal an electronic version of

the application, of the evidence filed in support of the application, and of their authorities so that they can send them quickly to the judge presiding the hearing, if needed.

185. An application that cannot be heard because of the volume of cases on the roll is postponed to a subsequent practice session or to any other date determined by the coordinating judge. As needed, the judge presiding the calling of the roll makes the appropriate orders to preserve the rights of the parties.

Cases set down for hearing and judgment on the contested roll of practice

186. Applications in the course of a proceeding where the duration of the hearing is expected to be more than two hours are entered on the contested practice roll by the master of the rolls.
187. Applications pertaining to custody, access, and child support between *de facto* spouses and applications to amend accessory measures pertaining to custody, access, and child or spousal support requiring the presentation of testimonial evidence with an expected duration no more than two days are entered in the contested practice roll by the master of the rolls. Cases with an expected duration of more than two days are entered on the provisional roll of cases on the merits and are fixed during a provisional calling of the roll.
188. Applications between *de facto* spouses that include issues pertaining to the division of property are entered in the provisional roll of cases on the merits and are fixed during the provisional calling of the roll.
189. For a file to be fixed on the contested roll, the parties must have completed and sent to the master of the rolls (maitredesroles-cs-gatineau@justice.gouv.qc.ca) the Joint Declaration to Fix a Hearing of More than Two Hours – Family Matters form (Schedule 8 which you can download by clicking [here](#)). The form must be accompanied by a joint list of dates that the parties and counsel are unavailable during the eight months following the date the form is filed.

The parties must also file all documents required under the *Code of Civil Procedure* or the *Regulation of the Court of Québec in family matters*.

It is imperative for counsel and unrepresented parties to include their email addresses or fax numbers. Should they fail to do so, the joint application will be considered incomplete and will not be dealt with.

190. At least 14 days before the hearing, the parties must file, a detailed joint trial plan that lays out: the issues still in dispute and the conclusions sought by each party; the admissions; the anticipated objections; the order of presentation of the evidence; the names of the witnesses being called to testify; the preferred manner of their testimony (in person or virtually); and

the planned duration of their testimony (including cross-examination and re-examination). The trial plan must be prepared based on the model appended to these directives (Schedule 15 which you can download by clicking [here](#)).

191. Files in which a psychosocial expertise has been conducted are fixed as a priority and are managed before the coordinating judge fixes the date.
192. Cases fixed in contested practice are also actively managed by the coordinating judge, who determines whether the hearing of the case will take place in person at the courthouse, virtually, or semi-virtually.
193. The coordinating judge discusses the conditions related to the holding of a hearing with counsel and unrepresented parties and issues the appropriate instructions according to the circumstances of each case.
194. The parties must promptly inform the coordinating judge of any settlement reached. If an agreement must be homologated by the court, it is sent to the coordinating judge.
195. Any request for postponement must be addressed to the coordinating judge and must state the file number, the names of the parties, the grounds for the request for postponement, and the position of the opposing party.
196. For reasons of limited judicial resources and proportionality, the parties must cooperate to avoid calling a witness unnecessarily at the trial.
197. At trial, the parties must respect the hearing time indicated in the joint declaration.
198. The court may refuse to hear a witness if the evidence is irrelevant (articles 18, 19, 20 and 280 C.C.P. and article 2857 C.C.Q.).
199. Witnesses are entitled to the protection of the court (article 278 C.C.P.).
200. When raising an objection to the evidence, the party must state the legal basis for the objection.
201. The court may on its own initiative shorten the trial (article 158 C.C.P.).

Joint applications and applications by default

202. No application for divorce, separation from bed and board, or dissolution of civil union, whether joint or by default for failure to answer the summons, to contest, or to take part in the case management conference, will be dealt with before the record is complete, with respect to both the pleadings and the documents required under sections 16 to 29 of the *Regulation of the Superior Court of Québec in family matters*.
203. Joint applications are decided when the application is filed with the court

office or via the digital court office, along with:

- a) the exhibits with separate backings for each one;
- b) the final agreement between the parties (with a separate backing);
- c) the requisite detailed affidavits;
- d) the child support determination form where minor or dependant children are concerned; and
- e) in the case of an application for a support obligation, the statements required under article 444 of the *Code of Civil Procedure*.

APPLICATIONS IN BANKRUPTCY AND INSOLVENCY MATTERS

Motions

- 204. As provided by section 11 of the *Bankruptcy and Insolvency General Rules*, every application is made by motion.
- 205. A motion must include, under its title, a reference to the specific provisions of the *Bankruptcy and Insolvency Act* and the *Bankruptcy and Insolvency General Rules*.
- 206. The original of the motion, the supporting affidavits, and proof of service must be filed with the bankruptcy court office at least two business days, excluding Saturday, before the date of presentation.
- 207. The notice of presentation must state that the motion will be presented before the registrar in virtual courtroom # 11.
- 208. When the motion is presented, if it falls under the registrar's jurisdiction, the registrar hears the parties or sets the timetable to ready the case for trial and postpones the motion *pro forma* to a later date to fix a hearing date.
- 209. Motions that do not fall within the jurisdiction of the registrar may be presented during a civil practice session.

Appeal from the registrar's orders or judgments

- 210. No motion to appeal an order or decision of the registrar may be entered on the civil practice roll if the transcript of the hearing has not been filed at the bankruptcy court office.
- 211. Before placing such a motion on the roll, the judge or registrar may require that each party file a brief of no more than 10 pages with the bankruptcy court office, within a given time limit. The brief must not exceed 10 pages in length and it must include:

- a summary of the order or judgment under appeal;
- the issue(s) in dispute;
- the grounds for which the appeal should or should not be allowed;
- the list of relevant authorities.

Practice sessions

212. Practice sessions in bankruptcy and insolvency are held once a month and are presided over by the registrar in bankruptcy or by a judge. The schedule of practice sessions is appended to these Directives (Schedule 28 which you can download by clicking [here](#)).
213. All administrative applications such as taxation of a trustee's bill of costs and motions to obtain the discharge of a trustee must be filed directly with the bankruptcy court office.
214. Practice sessions are held in virtual courtroom #11. It is not necessary to install the Teams application to reach a courtroom virtually; all that is required is clicking on the Teams link for virtual courtroom #11 (Schedule 9 which you can download by clicking [here](#)).
215. Virtual courtrooms can also be accessed by telephone. The telephone number and the ID needed to enter is listed under the Teams hyperlink for each virtual courtroom.
216. Time slots are assigned to all trustees who have cases that may be presented at the Practice Court.
217. Any case that requires more than 15 minutes for the hearing is heard during the contested cases session, which begins at 2:00 p.m. If a party is not able to determine the time slot during which the case will be heard, the party must attend the calling of the roll in virtual courtroom #11 at 9:00 a.m.
218. Except in special circumstances, all persons involved in a case that is to proceed must participate in the session by videoconference or telephone conference call.
219. In exceptional circumstances, a judge or the registrar may authorize in-person courtroom attendance by a party or a witness when his or her testimony cannot be suitably delivered virtually or when a party anticipates that the witness will not appear at the hearing without a subpoena. In such a case, the usual subpoena model is used. In other cases, the witness should be notified using the model in Schedule 12 which you can download by clicking [here](#).
220. Where a person testifies by videoconference or telephone conference call,

the party who summoned that person must have provided him or her with the exhibits in respect of which his or her testimony is required or be able to quickly provide them electronically before his or her testimony.

221. The instructions for accessing the virtual courtroom can be found in the section of these Directives entitled “Virtual and semi-virtual hearings (virtual courtrooms)”, with the necessary modifications.

DIRECTIVES SPECIFIC TO CLASS ACTIONS

222. The directives applicable in the judicial district of Gatineau are the same as those that apply in the judicial district of Montreal. Parties should refer to them by clicking [here](#).

USE OF TECHNOLOGY IN THE COURTROOM

223. The use of technology in the courtroom is governed by article 14 C.C.P. and by the guidelines concerning the use of technology during hearings of the Superior Court, the Court of Quebec, and the municipal courts, appended to these directives (Schedule 29 which you can download by clicking [here](#)).

COMMUNICATION WITH THE COURT

224. The parties or their counsel may send a copy of a pleading or an exhibit by email to the judge assigned to hear the case. In all cases, the author of the document must file the original of the pleading with the court office.
225. Communications with the court must at all times be courteous and formal. Except in emergency, communications must be sent during normal working hours.
226. When several attorneys are involved in a case, they must make arrangements and determine whether a single joint communication can be sent to the court rather than several communications to the same effect. The court must not receive a succession of informal emails or be copied or added as a co-recipient of communications between counsel.

Useful contact information

227. Here is a list of important contacts:

- Civil and family court office:

Telephone: 819-776-8100

Courthouse: 17 Laurier Street, Gatineau (Quebec), J8X 4C1

- Coordinating Judge: Marie-Josée Bédard
- Assistant to the coordinating judge: Nathalie Dumont

Telephone: 819-776-8116

Fax: 819-776-5775

Email: nathalie.dumont@judex.qc.ca

- Master of the Rolls: Karianne Kenemy

Telephone: 819-776-8100 ext. 60472

Email: maitredesroles-cs-gatineau@justice.gouv.qc.ca

Email to postpone files in civil or family practice:
rolecourdepratique.gatineau@justice.gouv.qc.ca

LIST OF SCHEDULES

1. Case Protocol in Civil Matters
2. Case Protocol in Family Matters
3. Contempt of Court – Draft Order to Appear
4. Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Civil Matters
5. Request for Setting Down for Trial and Judgment by Way of a Joint Declaration – Family Matters
6. Application to extend the time limit to set the case down for trial and judgment
7. Joint Declaration to Fix a Hearing of More than Two Hours in Civil Practice and Special Procedures
8. Joint Declaration to Fix a Hearing of More than Two Hours in Family Matters
9. List of permanent Teams links to virtual courtrooms
10. Instructions for the Calling of the Provisional Roll
11. Request for a Settlement Conference
12. Notice to witness – courtroom identified
13. Notice to witness – courtroom not identified
14. Information document for witnesses at a virtual hearing
15. Draft Joint Trial Plan
16. Schedule of civil practice sessions
17. Instructions for the Calling of the Roll of Civil Practice
18. Notice of presentation - Civil practice
19. Schedule of family practice sessions
20. Agreement determining support (safeguard measure)
21. Agreement on the suspension of support (safeguard measure)

22. Agreement to extend a safeguard order
23. Agreement to appoint counsel for the child
24. Application to homologate an agreement
25. Consent to Psychosocial Evaluation and the Consultation of Records form
26. Notice of Presentation – Family Practice
27. Instructions for the Preliminary Calling of the Roll of Family Practice
28. Schedule of Bankruptcy and Insolvency Practice Sessions
29. Guidelines concerning the use of technology during hearings of the Superior Court, the Court of Quebec, and the municipal courts