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| **CANADA**  **PROVINCE OF QUÉBEC**  **DISTRICT OF LAVAL**  **No : 540-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **SUPERIOR COURT**  **( \_\_\_\_\_\_\_\_\_\_\_\_\_ Division)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Applicant  v.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Defendant |
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NOTICE OF PRÉSENTATION

FAMILY PRACTICE (ROOM 2.02)

*(Identification of the relevant procedural act and articles of the C.C.P. or C.C.Q.)*

Recipients :

**1. REMOTE CALLING OF THE PRACTICE ROLL (at 1 :00 pm)** (presided by the special clerk of the Superior Court the working day before the date at which the application is presented)

**TAKE NOTICE** that the remote calling of the practice roll will take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, at 1:00 p.m.

During that call, if the file is complete, you will be able to reserve your hearing date or inform the Court of the time required to present the applications to be heard by a judge on the date of presentation, the whole in accordance with the directives of the coordinating judge.

**2. PRÉSENTATION OF THE APPLICATION**

**TAKE NOTICE** that following the calling of the roll, the application will be presented in the Family Practice Division of the Superior Court in room 2.02 of the Laval Courthouse (2800 Saint-Martin Blvd. West, Laval, Quebec), on \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_, at 9:00 a.m., or as soon as counsel can be heard.

**3. HOW TO JOIN THE REMOTE PRACTICE ROLL CALL**

The contact details to join the remote practice roll call of Room 2.02 are as follows :

1. **by Teams :** by clicking on the link corresponding to room 2.02 available [HERE](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_ZDM2MDI5NGQtYzhhYS00YzM0LTg4NDQtMjg3MTlmYWMzZGI4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25223f6dec78-7ded-4395-975c-6edbb7d10b16%2522%252c%2522Oid%2522%253a%2522e3dc8cb9-a1d3-4260-be32-022571c1c937%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=7401ec27-a749-4e2e-ab2b-5cc39de81c12&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)[[1]](#footnote-1) or using the following link (URL): **https://url.justice.gouv.qc.ca/JEI60M** (click on hyperlink or copy the URL address into your computer's search browser).

You will then have to enter your name and click on "Join now". In order to facilitate the process and the identification of participants, we invite you to enter your name as follows:

The lawyers: Me First name, Last name (the name of the represented party)

Parties not represented by lawyer: First name, Last name (specify: plaintiff, defendant or other)

For people attending a public hearing: only enter the words "public"

1. **by telephone :**

Toll-free (Canada): **1-833-450-1741**

Local telephone number (charges will apply): **450-328-4032**

Conference number: **660 112 209#**

1. **by vidéoconférence** : [**teams@teams.justice.gouv.qc.ca**](mailto:teams@teams.justice.gouv.qc.ca)

ID of the VTC conference: 1173363028

1. **in person**, if and only if you do not have access to the other means above.

**4. FAILURE TO ATTEND THE REMOTE PRACTICE ROLL CALL OF 1 P.M.**

**TAKE NOTICE** that if you wish to contest the application you must attend the 1  p.m. remote practice roll call. Otherwise, a judgment may be rendered against you when the application is presented, without further notice or delay.

**5. CONTESTATION OF THE APPLICATION IN FAMILY MATTERS**

**TAKE NOTICE** that to ready the case and contest the application, you must have served the undersigned lawyer and filed into the Court record, not less than five days before the date of presentation of the application, the Child support determination form (schedule 1), your provincial income tax return for the previous year, the notice of assessment, three recent pay slips and any other document which allows your income for the current year to be established. You must also provide a duly signed statement signed by you pursuant to art. 444 C.C.P. as well as a participation certificate for the parenting session.

**6. FAILURE TO ATTEND ON THE HEARING DATE FIXED DURING THE REMOTE PRACTICE ROLL CALL**

**TAKE NOTICE** that failure to appear in Court on the hearing date fixed during the remote practice roll call may result in judgment being rendered against you without further notice or delay.

**7. OBLIGATIONS**

7.1 Cooperation

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

7.2 Dispute prevention and resolution processes

**TAKE NOTICE** that, before referring your dispute to the courts, you must consider private prevention and resolution processes, which include negotiation, mediation and arbitration, in which the parties call on a third person to assist them (arts.1 and 2 *Code of civil procedure*)

**8. AGREEMENT**

**TAKE NOTICE** that any agreement reached by the parties must be filed before the special clerk at the court office or, if the agreement departs from the guidelines, falls within the jurisdiction of a judge, or is a draft agreement for represented parties, before a judge of the Superior Court with the notice of presentation (form) available at the court office.

**DO GOVERN YOURSELF ACCORDINGLY.**

Laval, this\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Me   
Counsel for \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
email :   
Telephone. :

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| N°: 540-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SUPERIOR COURT**  (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division)  DISTRICT OF LAVAL |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Applicant  **v.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Defendant |
| **NOTICE OF PRÉSENTATION**  *(Identification of the relevant procedural act and articles of the C.C.P. or C.C.Q.)*  **O R I G I N A L** |
|  |
| Surname/Given name:  Adresse:  Tel:  Email: |

1. The TEAMS Links to reach the courtrooms of the Laval Courthouse in commercial, civil and family matters are published under the heading “Virtual Hearings” available on the Superior Court website at the following address: <https://coursuperieureduquebec.ca/en/roles-of-the-court/virtual-hearings> and on the website of the Barreau de Laval (at Schedule 8 of the Directives) at the following address: https://barreaudelaval.qc.ca/covid-19-directives-generales-2/ [↑](#footnote-ref-1)