SCHEDULE 15

NOTICE OF PRESENTATION – FAMILY PRACTICE

**CANADA SUPERIOR COURT**

**PROVINCE DE QUÉBEC** (Civil Division)

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

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

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

Plaintiff

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

Defendant

**NOTICE OF PRESENTATION**

**Courtroom #1.01 for Campbell’s Bay**

**Courtroom #2 for Maniwaki**

**Courtroom Superior Court for Mont-Laurier**

**1. PRESENTATION OF THE APPLICATION**

**TAKE NOTICE** that will be presented in the Civil Practice Division of the Superior Court, in virtual courtroom (if Campbell’s Bay: courtroom #1.1; if Maniwaki: courtroom # 2; and if Mont-Laurier courtroom Cour supérieure) of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Courthouse, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, at 9:00 a.m., or as soon as counsel may be heard.

Take notice that you may attend the roll call for the practice session by either appearing in person or virtually, as per the instructions below, according to your preference.

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

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

a) **Using Teams:** to open the permanent link established for the relevant courtroom [[1]](#footnote-1) (copy/paste the link (Word format):

**Campbell’s Bay**

[Rejoindre la réunion Microsoft Teams - SALLE 1.01 - Campbell's Bay](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2YzZWViNmItMDI4Yi00NWJlLWJiMDctNGFkY2I3NWM4ZWJh%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%223ae07426-fb50-439f-85d1-5f02e6d63eab%22%7d)

**Maniwaki**

[Rejoindre la réunion Microsoft Teams - SALLE #2 - Maniwaki](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDJkMDliYTItZWUxYi00YmEwLTkwYjMtODM5MjAzMWYzYzZm%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%220a8e632a-f0a0-48a2-bfca-255cd4d48826%22%7d)

**Mont-Laurier**

[Rejoindre la réunion Microsoft Teams](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjRjZTgwMzItNDNmYS00ODhkLTkzZDMtZTM1NWI4N2MzMDYx%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%22ff5dd1de-7ec6-424b-9ba3-96bcabf7e9b4%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: Name, Surname (specify: Plaintiff, Defendant or other)
* For persons attending a public hearing: you can simply indicate “public”.

b) **By telephone:**

Canada (Toll free number): (833) 450-1741

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

**ID de conférence**

**Campbell’s Bay :** 655 187 824#

**Maniwaki :** 740 358 351#

**Mont-Laurier :** 608 286 339#

c) **In person**, if and only if the above-mentioned means are not available.

**3. 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.

**4. OBLIGATIONS**

4.1 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).

4.2 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 and arbitration, in which the parties call on a third person to assist them (*Code of Civil Procedure*, art. 1 and 2).

4.3 Demand for a safeguard measure

**TAKE NOTICE** that if the demanding party seeks a safeguard measure, you must communicate your position to that party your position and if you oppose the demand, you must file your sworn declaration in reply (**4 pages maximum**) and the evidence supporting it, by 4:30 the Friday preceding the preliminary calling of the roll, at the latest.

4.4 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.

4.5 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:

**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 4 which you ca download by clicking [here](https://coursuperieureduquebec.ca/fileadmin/cour-superieure/Districts_judiciaires/Pontiac__Campbell_s_Bay_/Annexes_Pontiac-Labelle/DIRECTIVES_-_ANNEXE_4.pdf)). It is also published on the Barreau de l’Outaouais website. [↑](#footnote-ref-1)