SCHEDULE 21

REQUEST FOR A SETTLEMENT CONFERENCE

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| CANADA SUPERIOR COURT  PROVINCE OF QUÉBEC  DISTRICT OF  No :  Plaintiff  v.    Defendant  **Request of the Parties to the Judge Coordinator**  **for a Settlement Conference**  **(Art. 161 *C.C.P.*)**  Date:   1. **The Parties request** a settlement conference to assist them in reaching a final and mutually satisfactory solution to our dispute. 2. We believe that a negotiated solution is possible. **The Parties declare that they are ready and prepared** to undertake the necessary efforts to achieve such a solution. 3. The following is a summary of the facts and main issues:   FACTS:      ISSUES:       1. The parties’ lawyers will be present at the settlement conference which will be held:   in English  in French  Both   1. The estimated length of the hearing on the merits is       days 2. The monetary value in dispute is (if applicable) 3. We understand that the settlement conference **does not stay the proceeding** and that anything said, written or done during the settlement conference is confidential (163 C.C.P.). 4. Please list four dates when all the parties are available for a settlement conference:   1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_ 2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_  3 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_ 4 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_  Please contact the *Maître des rôles* at 819-776-8100 extension 60372 or by email at:  [maitredesroles-cs-gatineau@justice.gouv.qc.ca](mailto:maitredesroles-cs-gatineau@justice.gouv.qc.ca) to be informed of the next available dates.   1. We all agree that the settlement conference be held:   in person  in virtual mode, by TEAMS  one or the other   1. If the **case has already been scheduled for trial since more than 30 days**, you must contact the coordinating judge to inform him/her of any exceptional circumstances justifying your request for a settlement conference and indicating the date of the trial. 2. For **urgent requests**, you must contact the coordinating judge to inform him/her of the reasons justifying the urgency. | |
| **PLAINTIFF**    Name of Plaintiff (in block letters)  Mtre.  Name of Attorney (in block letters)    Law firm  Phone (area code and no.):  Fax (area code and no.):  Email:  Number of participants at the settlement conference for this Party \_\_\_\_\_\_\_\_  **We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute.**    **Signature of the Party**    **Signature of Attorney** | **DEFENDANT**    Name of Defendant (in block letters)  Mtre.  Name of Attorney (in block letters)    Law firm  Phone (area code and no.):  Fax (area code and no.):  Email:  Number of participants at the settlement conference for this Party \_\_\_\_\_\_\_  **We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute.**    **Signature of the Party**    **Signature of Attorney** |

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| **OTHER PARTY**    Name of other Party (in block letters)  Mtre.    Name of Attorney for the Party (in block letters)    Law firm  Phone (area code and no.):  Fax (area code and no.):  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of participants at the settlement conference for this Party \_\_\_\_\_\_\_\_  **We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute.**    **Signature of the Party**    **Signature of Attorney** | **OTHER PARTY**    Name of other Party (in block letters)  Mtre.  Name of Attorney for the Party (in block letters)    Law firm  Phone (area code and no.):  Fax (area code and no.):  Email:  Number of participants at the settlement conference for this Party \_\_\_\_\_\_\_  **We confirm that we are in possession of and have communicated all the documents necessary to settle the dispute.**    **Signature of the Party**    **Signature of Attorney** |

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| Instructions for returning the form  1. Please make sure that all parties have in their possession the same Request duly completed and signed **before** returning it. No date will be fixed before the completed and signed Request is received.  2. Whether you are an attorney or a self-represented party, please provide your mailing address, telephone, fax and email information to facilitate rapid communication to schedule a date.  3. Please ensure that any handwritten Request is legible to avoid delays in processing.  4. Please return all pages of this Request to the Settlement Conference by email or regular mail to the Master of the rolls:  [maitredesroles-cs-gatineau@justice.gouv.qc.ca](mailto:maitredesroles-cs-gatineau@justice.gouv.qc.ca)  819-77-8100 extension 60472  17 Laurier street, Gatineau (Québec)  J8X 4C1 |