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| **CANADA**  **PROVINCE OF QUÉBEC**  **DISTRICT OF MONTRÉAL**  **No : 500-**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **S U P E R I O R COURT**  (Civil Division) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Plaintiff  v.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Defendant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**NOTICE OF PRESENTATION**

**CIVIL PRACTICE**

**(ROOM 2.16)**

**1. PRESENTATION OF THE APPLICATION**

**TAKE NOTICE** that shall be presented in the Civil Practice Division of the Superior Court, in room 2.16 of the Montréal Courthouse situated at 1, Notre-Dame Street East, Montréal, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, at 9:00 a.m., or as soon as counsel may be heard.

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

The coordinates to join the calling of the roll in room 2.16 are as follows:

a) **Using Teams:** to open the permanent link established for room 2.16, click [here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDBlNjUzNzYtMGRjYS00NmYyLTgwNGYtY2YxYjI2ZDZkYTVh%40thread.v2/0?context=%7b%22Tid%22%3a%223f6dec78-7ded-4395-975c-6edbb7d10b16%22%2c%22Oid%22%3a%22f2de948d-851d-47f4-9953-579062f424eb%22%7d);[[1]](#footnote-1)

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

Conference ID: 470 980 973#

c) **By videoconference:** [**teams@teams.justice.gouv.qc.ca**](mailto:teams@teams.justice.gouv.qc.ca)

VTC Conference ID: 1197347661

d) **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).

**PLEASE GOVERN YOURSELF ACCORDINGLY.**

Montréal, this\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_.

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Mtre.   
Attorney for   
Email:

Tel.:

1. The permanent links for the Montreal courthouse rooms can also be found in the document entitled Liens TEAMS pour rejoindre les salles du Palais de justice de Montréal en matière commerciale, civile et familiale under the heading Audiences virtuelles found on the Superior Court of Québec website at : https://coursuperieureduquebec.ca/fileadmin/cour-superieure/Audiences\_virtuelles/Montreal\_Teams\_Codes\_-\_Superior\_Court\_-\_Commercial\_civil\_and\_family\_divisions\_\_Ang\_.pdf. [↑](#footnote-ref-1)