

## ONTARIO

Court File Number

(Name of court)

at .....

Court office address

**Form 17:  
Conference  
Notice**
**Applicant(s)**

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

**Respondent(s)**

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Name & address of Children's Lawyer's agent (street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any)) and name of person represented.

**TO:** (name of party or parties or lawyer(s)) .....

**A CASE CONFERENCE SETTLEMENT CONFERENCE TRIAL MANAGEMENT CONFERENCE**

**WILL BE HELD** at (place of conference) .....

at ..... on (date) .....

The conference has been arranged at the request of

the applicant ..... the respondent .....  
the case management judge ..... (Other; specify.) .....

to deal with the following issues:

You must participate at the time and date by

coming to court at the address set out above. ....  
video-conference or telephone at (location of video terminal or telephone) ....  
as agreed under arrangements already made by (name of person) ....  
for video/telephone conferencing. ....

**IF YOU DO NOT PARTICIPATE AS SET OUT ABOVE, THE CASE MAY GO ON WITHOUT YOU OR THE COURT MAY DISMISS THE CASE.**

Date of signature

Signature of clerk of the court

**NOTE:** The party requesting the conference (or, if the conference is not requested by a party, the applicant) must serve and file a case conference brief (Form 17A or 17B), settlement conference brief (Form 17C or 17D), trial management conference brief (Form 17E), or Trial Scheduling Endorsement Form, not later than six days before the date scheduled for the conference. The other party must serve and file their documents not later than four days before the conference date. Each party must also file a confirmation (Form 17F) not later than 2 p.m. three days before the conference.