ONTARIO **Superior Court of Justice**

Request to Clerk Form 9B Ont. Reg. No.: 258/98

	Small Claims Court	Claim No.		
	Address			
	Phone number			
BETWEEN				
	and	Plaintiff(s)		
	anu			
		Defendant(s)		
TO THE CLERK OF THE	(Name of Small Claims Cour	SMALL CLAIMS COURT:		
My name is	(Name of party/representative)	and I request that the clerk of the court:		
(Check appropriate box(es).)				
note defendant(s)	note defendant(s)(Name of defendant(s))			
in default for failing to fil		prescribed time period [R. 11.01(1)].		
schedule an assessment hearing (all defendants have been noted in default) [R. 11.03(2)(b)].				
schedule a terms of payment hearing because I dispute the defendant's proposed terms of payment contained in the Defence (Form 9A) [R. 9.03(3)].				
schedule a trial [R. 16.01(1)(b)].				
accept payment in the amount of \$ into court				
according to an ore	der of the court, dated	, 20		
— .	disability according to an order or	settlement dated		
pursuant to the atta	ached written offer to settle, dated	, 20 [R. 14.05(2)].		
according to the fo	llowing legislation:			
	(Name of statute or regula	ation and section)		

Les formules des tribunaux sont affichées en anglais et en français sur le site www.ontariocourtforms.on.ca. Visitez ce site pour des renseignements sur des formats accessibles.

FORM 9B

Claim No.

	Other:	(Specify.)
		, 20(Signature of party or representative)
CAU	ITION:	To obtain an assessment of damages, all defendants must be noted in default. If one or

N: To obtain an assessment of damages, all defendants must be noted in default. If one or more defendants has filed a defence, the matter must proceed to a settlement conference. To bring a motion in writing for an assessment of damages, file a Notice of Motion and Supporting Affidavit (Form 15A). You can get forms at court offices or online at www.ontariocourtforms.on.ca.