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| *ONTARIO* |  |
| **Superior Court of Justice** | Request to Clerk |
|  | Form 9B Ont. Reg. No*.*: 258/98 |
|  |       |  |       |
|  | Small Claims Court  |  | Claim No.  |
|  |       |  |  |
|  | Address  |  |  |
|  |       |  |  |
|  | Phone number |  |  |
| **BETWEEN** |
|       |
| Plaintiff(s) |
| **and** |
|       |
| Defendant(s) |
| **TO THE CLERK OF THE** |       | **SMALL CLAIMS COURT:** |
|  | (Name of Small Claims Court location) |  |
| **My name is** |       | **and I request that the clerk of the court:** |
|  | (Name of party/representative) |  |
| *(Check appropriate box(es).)* |
| [ ]  | note defendant(s) |       |
|  |  | (Name of defendant(s)) |
|  | in default for failing to file a Defence (Form 9A) within the 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  |
|  |  | (Amount) |  |
|  | [ ]  | according to an order of the court, dated |       | , 20 |    | . |
|  | [ ]  | for a person under disability according to an order or settlement dated |
|  |  |       | , 20 |    | [R. 4.08(1)]. |
|  | [ ]  | pursuant to the attached written offer to settle, dated |       | , 20 |    | [R. 14.05(2)]. |
|  | [ ]  | according to the following legislation: |
|  |       | . |
|  | (Name of statute or regulation and section) |  |
| Les formules des tribunaux sont affichées en anglais et en français sur le site [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca/). Visitez ce site pour des renseignements sur des formats accessibles. |

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| **FORM 9B** | **PAGE 2** |  |
|  |  | Claim No. |
| [ ]  | Other: | (Specify.) |
|  |  |       |
|  |  |
|  |  |
|  |  |
|       | , 20 |    |  |  |
|  |  |  |  | (Signature of party or representative) |
| **CAUTION:** | 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](http://www.ontariocourtforms.on.ca). |