

## Instructions for Getting an Examination Hearing

If you are the plaintiff and you win the case, the court may order the defendant to pay you money. The defendant (called the "debtor" after judgment, and you are called the "creditor") may pay right away, or you may give the debtor more time to pay. If the debtor does not pay, there are steps you can take to get the money. This is called enforcing the judgment. There are fees for these steps.

For example, you can ask the court to hold a hearing on the defendant's finances so that you can get more information about the debtor. This is called an examination.

**Step 1: FILE a Notice of Examination** form at the court office. Also file an **Affidavit for Enforcement Request** (Form 20P) with details of the debt. You must contact the clerk of the court to choose a time and date when the court could hold this examination. The court clerk will fill in the hearing date and time and sign the notice of examination.

**Step 2: SERVE.** This notice must be served by the creditor on the debtor or person to be examined at least 30 days before the hearing date. If a debtor to be examined is an individual, serve the notice together with a blank **Financial Information Form** (Form 20I). There are rules about service. See the Small Claims Court **"Guide to Serving Documents"** at the court office or online at [www.attorneygeneral.jus.gov.on.ca](http://www.attorneygeneral.jus.gov.on.ca). You can get forms at the court office or online at [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca).

**Step 3: FILE the Notice of Examination** form at the court at least 3 days before the hearing date. Also file an **Affidavit of Service** (Form 8A) proving service.

**Step 4: ATTEND** the examination hearing and ask questions. See the Financial Information Form for ideas about what to ask. At the hearing, the debtor (or other person) will have to give information about his or her job, income, property, bank accounts, debts, expenses and reasons for not paying. Based on this information, the judge may order the debtor to make payments on certain dates, or you may want to take other enforcement steps.

If the debtor does not make the payments ordered, you can choose another step to try to get the money such as garnishment or seizure and sale of personal property or of land.

For more information about enforcing a judgment, see the Small Claims Court "After Judgment – Guide to Getting Results" at the court office or online at [www.attorneygeneral.jus.gov.on.ca](http://www.attorneygeneral.jus.gov.on.ca).

**DO NOT FILE THIS PAGE**

Seal

Small Claims Court

Claim No.

Address

Phone Number

**BETWEEN**

Creditor(s)

and

Debtor(s)

**TO:** \_\_\_\_\_  
(Name of person to be examined)

of \_\_\_\_\_  
(Address of person to be examined)

The creditor \_\_\_\_\_ of \_\_\_\_\_  
(Name of creditor) (Address of creditor)

has obtained a judgment against \_\_\_\_\_ on \_\_\_\_\_,  
(Name of debtor)

20 \_\_\_\_\_, in the \_\_\_\_\_ Small Claims Court.  
(Name of court where judgment was made)

**According to the supporting affidavit filed by the creditor, the total due on the judgment is**

\$ \_\_\_\_\_. (This amount must match the total amount identified in the supporting affidavit.)  
(Total)

This total due takes into account all money received, accrued post-judgment interest and costs to

this date: \_\_\_\_\_, 20 \_\_\_\_\_. (This date must match the date of the supporting affidavit.)

**YOU ARE REQUIRED TO ATTEND AN EXAMINATION HEARING** to explain how the debtor will pay this judgment and if there are any reasons for not doing so.

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.

**THIS COURT WILL HOLD AN EXAMINATION HEARING**

on \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ or as soon as possible after that time, at  
(Time)

\_\_\_\_\_  
(Address of court location)

\_\_\_\_\_  
(Courtroom number)

\_\_\_\_\_, 20\_\_\_\_\_  
(Signature of clerk)

**CAUTION TO  
PERSON BEING  
EXAMINED:**

If you fail to attend the examination hearing or attend and refuse to answer questions or produce documents, you may be ordered to attend a contempt hearing. At the contempt hearing, you may be found in contempt of court and the court may order you to be jailed.

**NOTE TO  
DEBTOR:**

A debtor who is an individual must serve on the creditor a completed Financial Information Form (Form 20I) prior to the hearing. This form must not be filed with the court. The debtor must provide a completed copy of this form to the judge at the examination hearing. The debtor must also bring to the hearing documents that support the information given in this form.

For information on accessibility of court services for  
people with disability-related needs, contact:

Telephone: 416-326-2220 / 1-800-518-7901

TTY: 416-326-4012 / 1-877-425-0575