

Participant Information

Please upload a completed participant information form into the CaseLines event folder/bundle. Where possible, the moving party for the event is asked to coordinate with other parties to complete one form for the hearing.¹ In criminal matters, each party may upload their own form. The participant information form must be saved using the court's document naming convention (e.g. Participant Information – All Parties – 01-JUN-2021 or Participant Information – Defendant Smith – 01-JUN-2021).

CASE INFORMATION

Court File Number	
Court Location (e.g. Hamilton)	
Case Name	
Date of Hearing	

PARTICIPANT INFORMATION

For Plaintiff, Applicant, Moving Party, Crown:

Name of Person Appearing (and how they wish to be addressed, e.g. pronouns)	Name of Party	Phone Number²	Email Address

For Defendant, Responding Party, Defence:

Name of Person Appearing (and how they wish to be addressed, e.g. pronouns)	Name of Party	Phone Number	Email Address

¹ The Participant information Form replaces the Counsel Slip.

² Please provide a phone number where you can be reached during the hearing, if necessary.

For Other:

Name of Person Appearing (and how they wish to be addressed, e.g. pronouns)	Name of Party/ Organization	Phone Number	Email Address