Form 7A

Courts of Justice Act

NOTICE OF REQUIRED AFFIDAVIT OF LITIGATION GUARDIAN

*(General heading)*

NOTICE OF REQUIRED AFFIDAVIT OF LITIGATION GUARDIAN

**TO *(Name),* THE PERSON PURPORTING TO ACT AS LITIGATION GUARDIAN FOR *(Name of party)*, A PARTY UNDER DISABILITY:**

The Registrar has become aware that you have *(choose one: commenced; continued; defended; responded to)* the above proceeding purporting to act as a litigation guardian on behalf of a party under disability.

The *Rules of Civil Procedure* require a person authorized to act as litigation guardian to file an affidavit of litigation guardian (in Form 4D) with the court before acting on behalf of a party under disability.

**Note:**

* The Form 4D Affidavit may be downloaded from the Ontario Court Forms website at: <https://ontariocourtforms.on.ca/en/rules-of-civil-procedure-forms/>.
* Rule 7.02 (6) sets out the requirements for an affidavit of a litigation guardian for a plaintiff or applicant.
* Rule 7.03 (3) sets out the requirements for an affidavit of a litigation guardian for a defendant or respondent.

YOU ARE REQUIRED to file the necessary affidavit within fifteen (15) days of receiving this notice.

IMPORTANT: IF YOU FAIL TO FILE THE AFFIDAVIT WITHIN FIFTEEN (15) DAYS OF RECEIVING THIS NOTICE:

* If the party under disability is a plaintiff or applicant and no document has yet been filed by a defendant or respondent, the proceeding shall be deemed to be a nullity.
* In any other circumstance, another party shall make a motion or request a conference to seek directions of the court, and no party may take any further step in the proceeding until the motion has been heard or the case conference has been held, unless the court orders otherwise.

Date .................................................. Signed by .................................................................

Local registrar

*(Address of court office)*

TO: *(Name and address of person purporting to act as litigation guardian for party under disability or litigation guardian’s lawyer, if any)*

AND: *(Name and address of every other party or party’s lawyer)*

RCP-E 7A (May 1, 2025)