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| --- |
| ONTARIO |
|  |  | Court File Number |
| (Name of court) | Form 17F: Confirmation of Conference |
| **at** |       |
|  | Court office address |
| Applicant(s) |
| Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |  | Lawyer’s name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |
|       |  |       |
| Respondent(s) |
| Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |  | Lawyer’s name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |
|       |  |       |
|  |
| Name & address of Children’s Lawyer’s agent (street & number, municipality, postal code, telephone & fax numbers and e‑mail address (if any)) and name of person represented. |
|       |
| **1.** | My name is (full legal name) |       |
| and I am | [ ]  | the lawyer for (name) |       |
|  | [ ]  | the applicant in this case | [ ]  | the respondent in this case |
|  | [ ]  | other *(specify)* |       |
| **2.** | Have you conferred with the opposing counsel or party regarding: *(check off all that apply)*:  |
| **a)** | [ ]  | disclosure issues |
| **b)** | [ ]  | a resolution of the outstanding issues (whether on a temporary or final basis) |
| **c)** | [ ]  | material for the conference |
| **d)** | [ ]  | time estimates for the conference |
|  |  | If not, provide reasons: |
|  |       |
| **NOTE:** The *Family Law Rules* require the parties or their counsel to confer, or attempt to confer, orally or in writing with each other on the issues in dispute for a conference prior to filing Confirmations. The only exception is where a party is prohibited from such communication by court order. **Failure to comply with the *Family Law Rules* may result in a cost order.** |

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| Form 17F: | Confirmation of Conference | (page 2) | Court File Number |
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|  |
| **3.** | The scheduled date and time for this |
|  | [ ]  | case conference | [ ]  | settlement conference | [ ]  | trial management conference |
|  | is *(date)* |       | at |        |  |
| **4.** | The case management judge for this case is Justice |       |
| **5.** | This matter is  |
|  | [ ]  | going ahead on the issues listed in paragraph 6 below. |
|  | [ ]  | going ahead for a consent order *(attach draft order).* |
|  | [ ]  | being adjourned on consent to (date) |       | for a *(event)* |       |
|  |  | because *(give reasons)* |
|  |  |       |
|  | [ ]  | going ahead for a contested adjournment to (date) |       | asked forby *(name of person asking* |
|  | for adjournment) |       | because *(give reasons)* |
|  |       |
| **6.** | What are the most important issues to be resolved at this step in the case? *(List the issues below)* |
|  | a)b)c)d)e)f) |
| **7.** | In addition to the conference brief, the presiding judge will be referred to the following pages/tabs: |
|  |       |
| **8.** | Time estimate: | applicant: |       | minutes; respondent: |       | minutes; for a total of |       | minutes. |
| **9.** | [ ]  | I confirm that the parties have discussed costs. |
| **10.** | If the information in this form is no longer correct at any time before the conference is held, I will update this form as required by subrule 17(14.1.1) of the *Family Law Rules*. |
| **NOTE:** The *Family Law Rules* require you to **deliver a copy** of this form to the opposing lawyer or party, unless this is a child protection matter. For clarification, regular or special service and an accompanying Affidavit of Service (Form 6B) under rule 6 of the *Family Law Rules* are not required. However, you must deliver this form by some method (including fax or e-mail) to the opposing lawyer or party prior to giving a copy to the court clerk. |
| **NOTE:** If your case is in the Unified Family Court or the Ontario Court of Justice, assistance may be available from Duty Counsel from [Legal Aid Ontario](https://www.legalaid.on.ca/) (www.legalaid.on.ca). To arrange for assistance at the hearing, call 1-800-668-8258 in advance of your court date. In some circumstances you may also be eligible for a legal aid certificate. |
|       |  |  |
| Date of signature |  | Lawyer’s or party’s signature |