

Court File Number

(Name of court)

at

Court office address

**Form 17F: Confirmation
of Conference**

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.**

3. The scheduled date and time for this

☐ case conference ☐ settlement conference ☐ trial management conference
is (date) _____ at _____ a.m./p.m.

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 for by (*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 (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