

Ontario Court of Justice

Court File Number

Trial Management Endorsement Form – Domestic

at _____
Court office address

Judge

Date

Applicant(s)		Applicant(s) Lawyer	
Full legal name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

Respondent(s)		Respondent(s) Lawyer	
Full legal name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

1. Estimated Length of Trial

The total estimated length of trial:

2. Issues

The issues for this hearing are:

- decision-making responsibility
- spousal support
- parenting time
- child support
- imputing income

- start date for support
- section 7 expenses
- undue hardship
- contact
- restraining order
- relocation
- Other (*specify*)

3. Trial Record

The trial record will be served and filed by the following dates:

Applicant:	
Respondent:	

The trial record (to be tabbed, indexed with all pages numbered) will contain:

- Application, Answer and Reply OR Motion to Change and Response to Motion to Change
- OCL Report / Voice of the Child Report
- Orders made to date, relevant to the issues before the court
- Most current Form 35.1 affidavits of each party – if any change, updated by:
- Current updated Financial Statement(s)
- A copy of this endorsement and any procedural or trial planning order / endorsement
- Other (*specify*):

4. Draft order

A draft order or brief written statement setting out terms of the order being sought at trial shall be served by the following dates:

Applicant:	
Respondent:	

Choose one:

- There will be no oral openings statements.
Instead, the draft order or brief written statement will be served by the date above, and filed with the court by the start of the trial.
- Each party's oral opening statements are limited to _____ minutes each.

5. Evidence-in-chief

- Evidence-in-chief of each party will be by way of affidavit
 - Trial affidavits limited to a maximum of _____ pages (not including exhibits)
 - Exhibits are limited to a maximum of _____ pages
 - There will be no oral evidence-in-chief from the parties
- OR
- Affidavit evidence-in-chief of each party may be supplemented by up to _____ minutes of oral evidence-in-chief
 - Evidence-in-chief of any witness who is a family member or friend will be by way of affidavit
- OR
- There will be no oral evidence-in-chief of witnesses who are family members or friends
 - Witness affidavits limited to a maximum of _____ pages (including exhibits)

If any witnesses' evidence-in-chief is to be provided by affidavit, the date to be served by:

Applicant:	
Respondent:	

6. Witnesses

The number of witnesses for each part are limited to:

Applicant:	
Respondent:	

Choose one:

- Oral cross-examination by _____ (*name of person conducting the cross-examination*) is limited to a maximum total of _____ minutes globally.
- The witnesses / timetable for each party is in accordance with the following list or the attached chart:

Name of witness	Time for cross-examination
	_____ minutes by (<i>name of person conducting the cross-examination</i>)
	_____ minutes by (<i>name of person conducting the cross-examination</i>)
	_____ minutes by (<i>name of person conducting the cross-examination</i>)
	_____ minutes by (<i>name of person conducting the cross-examination</i>)

Re-examination timelines as per direction of the Trial Judge.

Choose one:

- There are expert witnesses, as listed above or in the attached chart
- There are no expert witnesses

7. Trial Affidavits – Affidavit Brief – Filing Timelines

An Affidavit Brief is required. It must be coil bound, tabbed and indexed, and all pages should be numbered: Yes No

Affidavit Briefs will be served and filed by:

Applicant:	
Respondent:	

8. Document Brief

A Document Brief is required. It must contain any documents that a party intends to rely in their case-in-chief, which have not been attached as Exhibits to their Trial Affidavit or Financial Statement. It must be coil bound, tabbed and indexed, and all pages should be numbered.

The Document Brief must include (check all that apply):

- Notices of Assessments for years:
- Complete Income Tax Returns for years:
- Receipts for claimed s.7 expenses, by year, with annual totals
- Business records / police records / medical records with notices served in accordance with s.52 of the *Evidence Act*
- Other:

All documentary evidence to be relied upon at trial will be served and filed by the following dates:

Applicant:	
Respondent:	

9. Closing submissions and list of authorities

Oral closing submissions are limited to _____ minutes for each party.

Choose one:

- Case law is required, on the following issues:

- Case law is optional

If case law is being relied upon at trial, each party is to serve and file only the table of contents for their Book of Authorities. The table of contents should include the following information:

- Name of the case
- Full citation for the case
- Paragraph numbers of any paragraphs that will be referenced
- Hyperlinks to the reported decision, where available

The list of authorities will be served and filed by the following dates:

Applicant:	
Respondent:	

10. Trial Directions

a) If there are multiple parties and/or the Children’s Lawyer, the following is the order of presentation:

b) The opening statements will be (*check one*):

a. written

b. oral

c) If the openings statements will be written, the following are the timelines for service of the written statements:

Applicant will serve opening statement by:	
Respondent will serve opening statement by:	

d) Will written opening statements, if applicable, be put into the trial record?

Yes No

e) If written opening statements will not be put into the trial record, they will be provided to the judge on or before this date:

11. Special arrangements re: parties and/or witnesses

Interpreters (provided by court or party)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, details as follows:
If yes, has an interpreter request form been completed and submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Accessibility requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, details as follows:

Judges' order to have an incarcerated witness/party brought to court	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, details as follows:
Security issues (i.e. is a police presence required in the courtroom)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, details as follows:

12. Parties informed

The parties have been informed of the following particulars:

- Each party shall promptly inform the Trial Coordinator of any changes in address, email, phone number, or any change in representation.
- If a party does not provide disclosure or reports as required above, the trial may proceed regardless and an adverse inference may be made against them.
- If a party does not attend trial, an order may be made in the party's absence.
- Failure to comply with the terms of this endorsement could result in cost consequences.
- The court expects that offers to settle will be made at least seven days in advance of the trial starting.

13. Trial management order

It is ordered that:

- Parties shall comply with the directions and dates set out above. Changes requested on consent may be made by Form 14B: Motion.
- There shall be no further motions without leave of the court.
- No exhibits or documents may be relied on at trial other than those included as exhibits to the affidavit evidence or included in the documents brief, without a court order.
- No witnesses shall be called other than the witnesses on the witness list as outlined above unless permitted by court order.

- Any requests about the scheduling of the trial or an increase in trial time may be made by serving and filing a Form 14B: Motion to the case management judge before trial.

A copy of this complete endorsement must be put into the Trial Record.

- Other:

Offers to settle shall not be attached to the endorsement when it is included in the Trial Record.

Date of order

Judge (print or type name)

Signature of judge or clerk of the court