

Small Claims Court

Claim No.

Address

Phone number

**BETWEEN**

Plaintiff(s)

and

Defendant(s)

TO THE CLERK OF THE \_\_\_\_\_ **SMALL CLAIMS COURT:**  
(Name of Small Claims Court location)

My name is \_\_\_\_\_  
(Name of requesting person)

I am a \_\_\_\_\_ in this case.  
(Indicate plaintiff, defendant, or representative)

The Court has scheduled a \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.  
(Hearing type, e.g. trial, motion, etc.) (Date of hearing)

**Check applicable box(es) below to make the request:**

**For  
me**

- ☐ I request permission to attend the hearing:
- ☐ in person.
  - ☐ by video conference.
  - ☐ by telephone conference (only available for settlement conferences, trial management conferences, terms of payment hearings and motions).

**For  
others**

- ☐ I request permission for \_\_\_\_\_, who is a  
(Name of person)

\_\_\_\_\_, to attend the hearing:  
(Indicate plaintiff, defendant, representative, or witness)

- ☐ in person.
- ☐ by video conference.
- ☐ by telephone conference (only available for settlement conferences, trial management conferences and motions).

- ☐ I request permission for \_\_\_\_\_, who is a  
(Name of person)

\_\_\_\_\_, to attend the hearing:  
(Indicate plaintiff, defendant, representative, or witness)

- ☐ in person.
- ☐ by video conference.
- ☐ by telephone conference (only available for settlement conferences, trial management conferences and motions).

**Add an additional page if the request is being made on behalf of more people.**

Claim No. \_\_\_\_\_

**Check, if applicable:** ☐ All parties have consented to this request.

Explain why this request is being made:

\_\_\_\_\_, 20 \_\_\_\_\_

(Signature of party or representative)

**NOTE:** You must serve this form on all other parties, then file it at least 30 days before the hearing date.

**NOTE:** Other parties will have an opportunity to object to this request [in Form 1C (Objection to Request to Change Attendance Method)] within 7 days of receiving this request. The Court may:

- decide to grant or deny this request, or
- direct a different hearing method for the hearing.

**DISPOSITION:** *(The judge will complete this section.)*

Order to go as follows:

\_\_\_\_\_, 20 \_\_\_\_\_

(Signature of judge)

Les formules des tribunaux sont affichées en anglais et en français sur le site  
[www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca). Visitez ce site pour des renseignements sur des formats accessibles.