

EXPLANATORY NOTES

BILL OF COSTS – SMALL CLAIMS

(SJ-1266A)

The form “Bill of Costs – Small Claims” enables the party that was successful to draw up the legal costs to which it claims to be entitled according to the tariffs in force, unless the court decides otherwise.

TYPES OF FORMS

- Dynamic PDF:

After completing the form, you must print it on letter-sized paper, i.e. 21,59 × 27,94 cm (8.5 × 11 inches).

- Paper:

If you complete the form by hand, please write legibly in block letters.

PROCEDURE

Once the form is completed, keep a copy for your files.

You must notify the bill of costs and supporting documents to the debtor party, which then has 10 days to notify its opposition. Notification can be made by any appropriate method proving that the document was remitted to its recipient (for example: registered mail or bailiff).

FILING TO THE COURT OFFICE

You must then send the bill of costs and supporting documents to the office of the court.

If opposition is notified, the clerk will tax the bill of costs.

If no opposition is notified, you may ask to have the bill of costs homologated by completing the appropriate section of the form.

For further information, as well as the contact information for courthouses in the province of Québec, consult www.justice.gouv.qc.ca/en/join-us.

CANADA
PROVINCE OF QUÉBEC
District:
Locality:
File No.:

COURT OF QUÉBEC
Civil Division, Small claims division

<p>Plaintiff v. Defendant and</p>	<p>BILL OF COSTS – SMALL CLAIMS</p> <p>owed to by in accordance with the judgment rendered on</p>
<p>Court costs and fees Request/Contestation Others Service or notification of pleadings and documents Bill of costs Others Witness indemnities and allowances Expert fees Drafting of the report Preparing testimony Testimony Trial assistance Interpreter fees Registration in the land register or the register of personal and movable real rights Costs related to taking and transcribing testimony filed in the court file</p>	
TOTAL	
NOTICE	
<p>To : _____</p> <p>You have 10 days to oppose the bill of costs. If opposed, the bill of costs will be sent to the clerk for taxation.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;">DateParty / Attorney(s)</p>	
<p style="text-align: center;">TAXATION OF THE BILL OF COSTS (Reserved to clerk's use)</p> <p><input type="checkbox"/> The bill of costs is taxed in the amount of \$ _____. _____ Date Clerk</p>	
<p style="text-align: center;">REQUEST TO HOMOLOGATE THE BILL OF COSTS</p> <p><input type="checkbox"/> In the absence of opposition, I request that the clerk homologate the bill of costs. _____ Date Party / Attorney(s)</p>	
<p style="text-align: center;">HOMOLOGATION OF THE BILL OF COSTS (Reserved to clerk's use)</p> <p><input type="checkbox"/> The bill of costs is homologated in the amount of \$ _____. _____ Date Clerk</p>	

COURT OF QUÉBEC

District:

Locality:

File No.:

Plaintiff

v.

Defendant
and

BILL OF COSTS – SMALL CLAIMS

Contact information of party or their attorney(s) :