

EXPLANATORY NOTES

ANSWER – SIMPLIFIED PROCEDURE (Jurisdiction 22) (SJ-1272A)

The “Answer - Simplified Procedure” form is to be used by a defendant who wishes to personally answer a judicial application against them before the Civil Division of the Court of Québec in a Jurisdiction 22 matter (File no. XXX-22-XXXXXX-XXX) **opened after June 29, 2023**.

NOTE: For other jurisdictions of the Civil Division of the Court of Québec or the Superior Court, use the “Answer” (SJ-554A) form available at <https://www.quebec.ca/justice-et-etat-civil>.

TYPE OF FORM

- Dynamic PDF:

After filling it out, you can print it on letter sized paper, 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.

The answer must be notified to the plaintiff’s lawyer or, if the plaintiff is not represented, to the plaintiff. Notification can be done by any appropriate method proving that the document was remitted to its recipient (for example, by registered mail or bailiff).

If your address changes subsequently, inform the clerk by completing the “Notice of change of address” form (SJ-843A) available at <https://www.quebec.ca/justice-et-etat-civil>.

FILING AT THE COURT OFFICE

You must then forward the answer, along with proof of notification, to the clerk’s office at the courthouse. To do so, you may use the Digital Court Office of Québec (GNJQ) at [Québec.ca/justice-et-etat-civil/systeme-judiciaire/processus-judiciaire/services-judiciaires-numeriques](https://www.quebec.ca/justice-et-etat-civil/systeme-judiciaire/processus-judiciaire/services-judiciaires-numeriques).

Court costs are payable for the filing of the answer. For further information on court costs, visit <https://www.quebec.ca/justice-et-etat-civil>. To get contact information for all courthouses in the province of Québec, consult <https://www.justice.gouv.qc.ca/nous-joindre/trouver-un-palais-de-justice/>.

District: _____

Locality: _____

File No. _____

Plaintiff

v.

Defendant

and

ANSWER – SIMPLIFIED PROCEDURE

1. I, _____, _____, am answering this case so as to:
(first name, last name) (defendant / other)

☐ make a settlement;

or

☐ contest, and ☐ propose mediation

2. (Select one of the following two options.)

☐ I am not represented by counsel.

or

☐ I am represented by counsel, whose contact information is:

Name: _____

Firm: _____

Address: _____

Telephone: _____

Fax: _____

Email (optional): _____

Lawyer code (optional): _____

At _____, on _____

Signature

PERSONAL CONTACT INFORMATION:

Address: _____

Telephone: _____

Fax: _____

Cell Phone: _____

Others: _____

Email (optional): _____