

## EXPLANATORY NOTES

### NOTICE UNDER ARTICLES 535.4, 535.6 AND 535.7 C.C.P. SIMPLIFIED PROCEDURE (Jurisdiction 22) (SJ-1273A)

The “Notice under articles 535.4, 535.6 and 535.7 C.C.P.” form is to be used by a party who wishes to give the notice required under articles 535.4, 535.6 or 535.7 C.C.P. of the *Code of Civil Procedure* (C.C.P.) 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**, in accordance with the Case Management Directive governed by the special simplified rules of the Court of Québec.

The information in this notice will be used by the court to determine whether a case management conference will be held pursuant to article 535.8 C.C.P. and to prepare for a settlement conference or a pre-trial conference (art. 535.12 C.C.P.).

## TYPES OF FORMS

- Dynamic PDF:

After filling it out, you can print it on letter size 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 notice must be notified to the opposing party’s lawyer or, if they are not represented, to the opposing party. Notification can be done by any appropriate method proving that the document was remitted to its recipient (for example, by registered mail or bailiff).

## FILING AT THE COURT OFFICE

You must file this notice, along with proof of notification, with the clerk’s office at the courthouse. To do this, 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://quebec.ca/justice-et-etat-civil/systeme-judiciaire/processus-judiciaire/services-judiciaires-numeriques).

For more information or to get contact information for all courthouses in the province of Québec, visit [www.justice.gouv.qc.ca/nous-joindre](https://www.justice.gouv.qc.ca/nous-joindre).

## HOW TO FILL OUT THIS NOTICE

### DISPUTE PREVENTION AND RESOLUTION SECTION

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Check a box in this section if you and the other parties have agreed on a pre-court protocol, participated in a settlement conference in this matter or resorted to a private dispute prevention and resolution process.

### SETTLEMENT CONFERENCE SECTION

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Check a box in this section if you have already participated in a dispute prevention and resolution process and consent to the mandatory settlement conference being replaced by a pre-trial conference or if you wish to participate in a settlement conference.

### APPLICATION FOR AUTHORIZATION TO ADD SUPPLEMENTARY PAGES SECTION

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Complete this section if you wish to add pages to one of the pleadings that has already been filed and the total number of pages describing the facts of the dispute exceeds the limit set out in the *Code of Civil Procedure*.

### PRE-TRIAL WRITTEN AND ORAL EXAMINATIONS SECTION

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Complete these sections if you wish to conduct written and oral examinations prior to the hearing on the merits of the case (trial) and specify if court authorization is needed.

### EXPERT OPINION SECTION

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Complete this section if you wish to seek an expert opinion and specify if court authorization is needed.

### TESTIMONY IN THE FORM OF AN AFFIDAVIT SECTION

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Complete this section if you wish to file an affidavit from one of your witnesses rather than having them appear at the hearing.

CANADA  
Province of Québec  
District:  
Locality:  
File No.:

COURT OF QUÉBEC  
(Civil Division)

Plaintiff

v.

Defendant

and

### NOTICE UNDER ARTICLES 535.4, 535.6 AND 535.7 C.C.P.

#### IDENTIFICATION OF THE PARTY

##### Name:

☐ Party not represented by a lawyer

- ☐ Plaintiff  
☐ Defendant  
☐ Intervenor  
☐

- ☐ Plaintiff in warranty  
☐ Defendant in warranty  
☐ Impleaded party  
☐

#### IDENTIFICATION OF THE DISPUTE

Nature:

Value in dispute:

#### DISPUTE PREVENTION AND RESOLUTION PROCESSES

- ☐ The party declares that a pre-court protocol has been agreed on with all the other parties to the case.  
☐ The party declares that it has participated in a settlement conference in this case.  
☐ The party declares that it resorted to a private dispute prevention and resolution process before a certified mediator or an organization offering mediation in civil matters.

**RÉSERVÉ AU GREFFIER : Cocher si une des cases dans la présente section est cochée CHEM\*CON** ☐

#### SETTLEMENT CONFERENCE

- ☐ The party that has already participated in a dispute prevention and resolution process consents to the mandatory settlement conference (art. 535.12 C.C.P.) being replaced by a pre-trial conference.  
☐ The party that has not participated in a dispute prevention and resolution process asks that the mandatory settlement conference (art. 535.12 C.C.P.) be replaced by a pre-trial conference due to the following circumstances:  
\_\_\_\_\_  
☐ The party declares that it wishes to participate in a settlement conference.

#### APPLICATION FOR AUTHORIZATION TO ADD SUPPLEMENTARY PAGES (pleadings or statements)

- ☐ The statements in the originating application are **more than five pages long**.  
☐ The statements in the brief outline of the arguments are **more than two pages long**.  
☐ The statements in the brief outline and the cross-application are **more than seven pages long**.  
☐ The statements in the originating application in warranty are **more than five pages long**.  
☐ The statements in the brief outline of the arguments in warranty are **more than two pages long**.  
☐ The statements in the declaration of intervention are **more than five pages long**.  
☐ The affidavit in lieu of the testimony is **more than five pages long**.

**RÉSERVÉ AU GREFFIER : Cocher si une des cases dans la présente section est cochée CHEM\*CON** ☐

PRE-TRIAL ORAL EXAMINATIONS		Number:
<input type="checkbox"/> The party wishes to conduct more than one pre-trial oral examination to be authorized by the court. <b>RÉSERVÉ AU GREFFIER : Cocher si la case de la présente section est cochée CHEM*CON</b> <input type="checkbox"/>		
Name of the persons the party wishes to examine	Purpose of testimony	

PRE-TRIAL WRITTEN EXAMINATIONS		Number:
Name of the persons the party wishes to examine	Purpose of testimony	

EXPERT OPINIONS		Number:
<input type="checkbox"/> The party does not seek a joint expert opinion even though the amount claimed or the value of the property claimed in this dispute is less than \$50,000. <b>RÉSERVÉ AU GREFFIER : Cocher si la case de la présente section est cochée CHEM*CON</b> <input type="checkbox"/>		
Nature of the expert opinion	Joint expert opinion(s)	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

TESTIMONY IN THE FORM OF AN AFFIDAVIT SECTION		Number:
Names of persons testifying via affidavit	Purpose of testimony	

On

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or  
**M<sup>tre</sup>**  
 Lawyer(s)  
 (Firm name)  
 (Address)  
 (City, province and postal code)  
 Telephone:  
 Fax:  
 Email: