

EXPLANATORY NOTES

ANSWER (SJ-554A)

The “Answer” form is to be used by a defendant who wishes to personally answer a judicial demand against him or her before the Superior Court or the Civil Division of the Court of Québec. The form may also be used before the Youth Division, in adoption and protection matters.

NOTE: For a case 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**, use the “Answer - Simplified Procedure” form (SJ-1272A) available at www.justice.gouv.qc.ca/centre-de-documentation.

TYPES OF FORMS

- Dynamic PDF:

After filling it out, you can print it on letter size 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.

The answer must be notified to the counsel of the Plaintiff 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 www.justice.gouv.qc.ca/centre-de-documentation.

FILING AT THE COURT OFFICE

You must then submit the answer, with proof of notification, to the office of the courthouse. To do this, you may use the Digital Court Office of Québec (GNJQ), which is accessible at 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 www.justice.gouv.qc.ca/centre-de-documentation. To get contact information for all courthouses in the province of Québec, consult www.justice.gouv.qc.ca/nous-joindre.

CANADA
PROVINCE OF QUÉBEC

☐ SUPERIOR COURT
☐ COURT OF QUÉBEC

District: _____

Locality: _____

File No.: _____

Plaintiff

v.

Defendant

and

party

ANSWER

1. I, _____, _____, am answering this case so as to:
(Given name and surname) (Defendant / Representative / Other)

☐ make a settlement;

or

☐ contest, and determine the protocol of the proceeding with the other parties;

(Optional)

and I propose ☐ mediation ☐ a settlement conference.

2. (Choose 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): _____

At _____, on _____

Signature

PERSONAL CONTACT INFORMATION:

Address: _____

Telephone: _____ Fax: _____

Cell Phone: _____ Others: _____

Email (optional): _____