

## **EXPLANATORY NOTES**

### **REPRESENTATION MANDATE (SJ-838A)**

The “Representation mandate” form is intended for all natural persons involved in a small claims application who wish to be represented by a spouse, a relative, a person connected by marriage or a friend because they are unable to represent themselves.

For more information, as well as the contact information for all courthouses in the province of Québec, consult the [list of courthouses](#) on the website of the ministère de la Justice.

### **TYPES OF FORMS**

This form is available in dynamic PDF format, meaning the form can be downloaded from [www.justice.gouv.qc.ca](http://www.justice.gouv.qc.ca) and completed directly on screen.

- Dynamic PDF:

After completing the form, you must print it on letter-sized paper, i.e. 8.5 inches by 11 inches (215.9 mm by 279.4 mm). Be sure to set your printer to this paper size.

- 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 and file the form at the courthouse where the case will be heard.

CANADA  
PROVINCE OF QUÉBEC

District: \_\_\_\_\_

Locality: \_\_\_\_\_

File No.: \_\_\_\_\_

**COURT OF QUÉBEC**

Civil Division

Small Claims Division

## REPRESENTATION MANDATE

I, the undersigned, \_\_\_\_\_

☐

plaintiff

☐

defendant

☐

intervening third party

authorize \_\_\_\_\_

(given name of mandatory)

\_\_\_\_\_

(family name of mandatory)

\_\_\_\_\_

(address of mandatory)

☐ spouse   ☐ relative   ☐ person connected by marriage   ☐ friend

to represent me before the Small Claims Division

(check the appropriate box or boxes)

☐ for the signing and filing of   ☐ the application or   ☐ the options available to the defendant / intervening third party

☐ at the hearing

☐ to make a settlement

☐ to apply for an adjournment

☐ for the execution of the judgment

☐ other: \_\_\_\_\_

\_\_\_\_\_

This mandate is gratuitous and given for the following reasons:

(state the reasons why you are unable to represent yourself)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

At \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_  
Plaintiff / Defendant / Intervening third party