

## EXPLANATORY NOTES

### LIST OF EXHIBITS

(SJ-840A)

The « List of exhibits » form enables a party to file new exhibits (evidence) that may be used to prove the validity of the party's Small Claims application or contestation. Note that any other document not yet filed must be filed at the court office at least 30 days before the scheduled hearing date or before the deadline indicated by the clerk when the judgment will be rendered on the face of the record.

### 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

After completing the form, keep a copy for your files.

### FILING AT THE COURT OFFICE

You must then file the list, along with the original exhibits, with the court office of the Small Claims Division of the relevant courthouse.

For more information, visit [Québec.ca/petitescréances](https://quebec.ca/petitescreances). 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).

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

**COURT OF QUÉBEC**  
Civil Division  
Small Claims Division

Plaintiff

v.

Defendant

and

\_\_\_\_\_ party

### LIST OF EXHIBITS

(Please check)

☐ Filed by the plaintiff \_\_\_\_\_  
(name of the plaintiff)

☐ Filed by the defendant \_\_\_\_\_  
(name of the defendant)

☐ Filed by \_\_\_\_\_  
(name and quality)

(Describe each document filed)

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

**Keep a copy of each document you filed, for reference purposes  
during the hearing, if necessary.**

#### For use by the clerk only

Withdrawal of the following exhibits: \_\_\_\_\_

By: \_\_\_\_\_

On: \_\_\_\_\_

\_\_\_\_\_  
Signature of the plaintiff / defendant / other