

EXPLANATORY NOTES

ELECTING DOMICILE AT THE COURT OFFICE OR LAWYER'S FIRM

(SJ-1321A)

This form is used to inform the court office that you wish to keep your address confidential by electing domicile at the court office or your lawyer's firm. To complete this form, you must have filed with the court office a certificate confirming that you have gone to an assistance organization for persons who are victims that is recognized by the Minister of Justice for help as a victim of family, spousal or sexual violence, or attach such a certificate to this form, pursuant to article 95 of the *Code of Civil Procedure*.

Electing domicile at the court office or your lawyer's firm, allows you to:

- keep your address confidential, and
- receive communication about the court record by email.

TYPES OF FORMS

Dynamic PDF:

After completing the form, you can print it on letter-size paper, i.e., 8.5 inches by 11 inches (215.9 mm by 279.4 mm).

Paper:

If you complete the form by hand, please write legibly in block letters.

PROCEDURE

Once the form is filled out, the person filing the certificate should keep a copy for their personal files.

FILING AT THE COURT OFFICE

The form can be filed in person or by mail with the court office at the courthouse of the judicial district where the court record is filed, or by using the Digital Court Office of Québec ([Digital Court Services - Home](#)).

SECTION 1 – Identification of the party	
Last name, first name:	
SECTION 2 – Information on the court record	
Court record file number:	
<input type="checkbox"/> I have already filed a <i>Certificate confirming that a party has gone to an assistance organization for persons who are victims that is recognized by the Minister of Justice for help as a victim of family, spousal or sexual violence</i> in the file for which I wish to elect domicile.	
<input type="checkbox"/> Attached to this form, I am filing a <i>Certificate confirming that a party has gone to an assistance organization for persons who are victims that is recognized by the Minister of Justice for help as a victim of family, spousal or sexual violence</i> , however I am not electing domicile at my lawyer's firm or at the court office.	
SECTION 3 – Electing domicile at the court office or lawyer's firm	
<p>You can keep your domiciliary address confidential by electing domicile at the court office or lawyer's firm after filing a <i>Certificate confirming that a party has gone to an assistance organization for persons who are victims that is recognized by the Minister of Justice for help as a victim of family, spousal or sexual violence</i>.</p> <p>You must advise the court office of your choice:</p> <ul style="list-style-type: none">• If you are represented by a lawyer, that you are electing domicile at their firm. Communications about your court record will be sent there.• If you are not represented by a lawyer, that you are electing domicile at the court office. Communications about your court record will be sent to your email address.	
<input type="checkbox"/> I choose to elect domicile at my lawyer's firm. Law firm: Email address: <i>Communications about your court record will be sent to your lawyer at this email address.</i>	
<input type="checkbox"/> I choose to elect domicile at the court office. Personal email address: <i>Communications about your court record will be sent to the court office, then will be forwarded to you at this email address.</i>	

Signature

On _____
Date

Party