

FORM 20.1 (RULE 5-2 (4), 12-2 (6), 23-5 (5) AND 23.1-1 (4))

[Style of Proceeding]

REQUISITION – METHOD OF ATTENDANCE

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

Filed by:[party(ies)].....

Required:

- ☐ Order to exempt [name of party] from attending the:
- ☐ case planning conference on [date] at [location]..... [Rule 5-2 (4)]
- ☐ trial management conference on [date]..... at [location]..... [Rule 12-2 (6)]
- ☐ Order to permit attendance ☐ in person or by way of ☐ video conference or ☐ telephone by [name of lawyer or party] at the:
- ☐ case planning conference on [date] at [location]..... [Rule 5-2 (4)]
- ☐ trial management conference on [date] at [location]..... [Rule 12-2 (6)]
- ☐ Order that the following application be heard ☐ in person or by way of ☐ video conference ☐ telephone or ☐ other communication medium *[please specify below]*:
- *[identify application (including filing date, a brief description of the orders sought, time estimate, date scheduled and location)]* [Rule 23-5 (5)]
- ☐ Order that the following hearing before a registrar be heard ☐ in person or by way of ☐ video conference ☐ telephone or ☐ other communication medium *[please specify below]*:
- *[identify hearing, date scheduled and location]* [Rule 23-5 (5)]
- ☐ Order that the following application, conference or hearing be heard in person:
- *[identify application (including filing date, a brief description of the orders sought and time estimate) conference or hearing; date scheduled and location]* [Rule 23.1-1 (4)]

This order/relief is sought because:

[Set out the reasons why the order or relief is sought]

Position of the other party(ies):

[State whether other parties have a position with respect to this application]

Contact information and role for any person whose participation is to be by video conference or telephone:

[Provide e-mail address and telephone number]

.....*[name]*.....

.....*[e-mail]*.....

.....*[telephone]*.....

Role *[Select]*

☐ Counsel of Record

☐ Alternate Counsel

☐ Party

☐ Other/Non-Party*[please specify]*.....

Date:

.....

Signature of ☐ filing party ☐ lawyer for filing party(ies)

.....*[type or print name]*.....

ORDER BY ENDORSEMENT (to be completed by a judge, associate judge or registrar)

Order granted ☐ / refused ☐

Conditions or directions:

.....

.....

Endorsed:

Judge/Associate Judge/Registrar

Date