

EXPLANATORY NOTES

MANDATE (SJ-838A)

The “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 and completed directly on screen.

- Dynamic PDF:

After completing the form, you must print it on letter-size 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: Select the district
Locality: _____
File No.: _____

COURT OF QUÉBEC
Civil Division
Small Claims Division

MANDATE

I, the undersigned _____ plaintiff
 defendant
 impleaded 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)

to file a motion contestation
 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 / Impleaded party