

**ONTARIO SUPERIOR COURT OF JUSTICE  
(TORONTO REGION)  
IN BANKRUPTCY AND INSOLVENCY  
SPECIAL APPOINTMENT SCHEDULING FORM  
(Required for requests of 1 hour or longer)**

CASE NAME: \_\_\_\_\_

DATE FORM FILED: \_\_\_\_\_

**PLEASE NOTE: THIS FORM MUST BE COMPLETED AND RETURNED TO THE BANKRUPTCY COURT OFFICE PRIOR TO A SPECIAL APPOINTMENT BEING SCHEDULED.**

The purpose of this form is to provide the Registrars in Bankruptcy with information to assess the readiness of the case for hearing, estimate the probable length of the hearing, and to establish a fixed hearing date. Please note that once a date is set, the date is fixed and adjournments will be rarely granted.

The Moving Party is expected to attempt to consult with all concerned parties and to seek their assistance with the information to be provided.

Please provide a brief factual overview and nature of relief sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Party	Name	Telephone	Fax No.	email
Trustee				
Lawyer for Trustee				
Bankrupt				
Lawyer for trustee				
OSB				
Lawyer for OSB				
Other (Specify)				

1. Parties' current **best estimate in minutes for complete hearing of matter** \_\_\_\_\_

2. Likelihood of settlement prior to hearing \_\_\_\_\_ %

3. Case type:

Bankrupt's discharge application [ ]

Motion [ ]

Specify relief sought/type of motion: \_\_\_\_\_

Taxation of Statement of Receipts and Disbursements [ ]

Taxation of Legal Bill(s) [ ]

Trustee's Discharge Application [ ]

Other: \_\_\_\_\_ - [ ]

4. Is any party self represented? YES NO

5. Is a translator required? YES NO Language \_\_\_\_\_

6. Is oral testimony of any nature required? YES NO

7. If the long hearing relates to a motion:
- Have all motion materials been prepared? YES NO
- If not, when will the materials be served? YES NO
- Are cross examinations expected? YES NO
- Have all undertakings and/or refusals been answered? YES NO
- By what date will examinations be completed? \_\_\_\_\_
- Are any interlocutory motions required? YES NO
- If so, have they been booked? YES NO
- Please specify date: \_\_\_\_\_
- Will factums be required? YES NO
- If so, have they been exchanged? YES NO
- If not, please specify date of anticipated exchange: \_\_\_\_\_

8. Are any pre-hearing examinations required? YES NO
- If so, please specify the date agreed upon and booked: \_\_\_\_\_
- Are transcripts available? YES NO
- If not, please specify when transcripts will be available: \_\_\_\_\_

9. If oral testimony before the Registrar are anticipated please complete the following table:

Witness name	Party calling witness	Length of direct examination	Length of cross examination	Length of re-direct	Total length

**I HEREBY CERTIFY THAT ON BEHALF OF THE MOVING PARTY I HAVE ACCURATELY ANSWERED ALL OF THE QUESTIONS AND THAT I HAVE CONSULTED WITH ALL OTHER LAWYERS/PARTIES FOR THE PURPOSE OF COMPLETING THIS FORM.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Party: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**FOR COURT USE ONLY:**

**ENDORSEMENT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Registrar \_\_\_\_\_