

## **EXPLANATORY NOTES**

### **APPEARANCE (SJ-554A)**

The “Appearance” form is to be used by a defendant who wishes to appear in person in a case before the Superior Court or the Civil Division of the Court of Québec. This form may also sometimes be used in Youth Division adoption cases. For further information and for contact information for all Québec courthouses, you can consult the list of courthouses on the Internet site of the ministère de la Justice.

#### **TYPE OF FORM**

The “Appearance” form is available in dynamic PDF format, i.e. after the form is downloaded, it may be completed on screen.

#### **PROCEDURE**

After completing the form, you should keep a copy for your personal records. You must then file the form with the clerk and pay the fees provided for in the tariff of judicial fees.

CANADA  
PROVINCE OF QUÉBEC  
District of

Superior Court  
 Court of Québec, Civil Division

No.

Plaintiff

v.

Defendant

**APPEARANCE**

I am appearing personally in this case.

At \_\_\_\_\_, on \_\_\_\_\_

SIGNATURE \_\_\_\_\_

YOUR NAME IN BLOCK LETTERS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

POSTAL CODE \_\_\_\_\_

HOME TEL.: \_\_\_\_\_

OFFICE TEL.: \_\_\_\_\_

A CHANGE OF ADDRESS SHOULD BE MADE BY USING THE NOTICE OF CHANGE OF ADDRESS FORM AVAILABLE AT THE OFFICE OF THE COURT.