

## EXPLANATORY NOTES

### APPLICATION FOR SETTING DOWN FOR TRIAL AND JUDGMENT (by joint declaration or by a party) (SJ-1100A)

The purpose of the “Application for Setting Down for Trial and Judgment (by joint declaration or by a party)” form is to have the clerk set a case down in the list of cases ready to be heard by the Court (trial).

For further information, as well as the contact information for 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](http://www.justice.gouv.qc.ca) and completed directly on screen.

- Dynamic PDF:

After completing the form, you must print it on letter-sized 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

The application for setting down for trial and judgment is made by means of a joint declaration by the parties. If the declaration cannot be made by the parties jointly, the plaintiff or another party files a declaration and must notify it to the other parties. In such a case, the declaration is deemed confirmed unless the other parties specify, within 15 days after it is notified, what should be added or deleted.

Once the form is completed, keep a copy for your files.

The application for setting down and the declaration must then be filed with the clerk.

Court costs are payable on filing your application. To find out what the costs are, refer to the website of ministère de la Justice, at [www.justice.gouv.qc.ca](http://www.justice.gouv.qc.ca).

CANADA  
PROVINCE OF QUÉBEC  
District:  
Locality:  
File No.:

\_\_\_\_\_  
\_\_\_\_\_  
Division

Plaintiff

c.

Defendant

and

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## APPLICATION FOR SETTING DOWN FOR TRIAL AND JUDGMENT

(art. 174 C.C.P.)

The \_\_\_\_\_ that the clerk set this case down for trial and judgment.

The \_\_\_\_\_ that the case is ready for trial as:

### 1) CONTACT INFORMATION OF THE PARTIES AND ATTORNEYS:

Plaintiff	
Contact information (party) Attorney, if represented Contact information (attorney)	
Defendant	
Contact information (party) Attorney, if represented Contact information (attorney)	
Defendant	
Contact information (party) Attorney, if represented Contact information (attorney)	
party	
Contact information (party) Attorney, if represented Contact information (attorney)	

## 2) EXHIBITS AND OTHER EVIDENCE

- List of the exhibits and evidence disclosed between the parties:
  - List of the witnesses each party intends to call (indicate, for each party, whether the witness is an ordinary or expert witness):
  - List of the witnesses whose testimony will be presented in the form of affidavits:
  - Reasons not to disclose the identity of certain witnesses:
- 
- List of the exhibits and evidence disclosed between the parties:
  - List of the witnesses each party intends to call (indicate, for each party, whether the witness is an ordinary or expert witness):
  - List of the witnesses whose testimony will be presented in the form of affidavits:
  - Reasons not to disclose the identity of certain witnesses:
- 
- List of the exhibits and evidence disclosed between the parties:
  - List of the witnesses each party intends to call (indicate, for each party, whether the witness is an ordinary or expert witness):
  - List of the witnesses whose testimony will be presented in the form of affidavits:
  - Reasons not to disclose the identity of certain witnesses:

List of the facts admitted:

List of the points to be determined by experts:

**3) TRIAL**

Duration of trial, as estimated by the \_\_\_\_\_, is \_\_\_\_\_  
(Duration)

Duration of trial, as estimated by the \_\_\_\_\_, is \_\_\_\_\_  
(Duration)

Duration of trial, as estimated by the \_\_\_\_\_, is \_\_\_\_\_  
(Duration)

Total duration: \_\_\_\_\_

The parties will use the services of an interpreter<sup>1</sup>:  No  Yes \_\_\_\_\_  
(Specify)

The parties will use the following technological means<sup>2</sup>: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of the party or the party's attorney

\_\_\_\_\_  
Signature of the party or the party's attorney  
(in block letters)

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

\_\_\_\_\_  
Signature of the party or the party's attorney

\_\_\_\_\_  
Signature of the party or the party's attorney  
(in block letters)

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

\_\_\_\_\_  
Signature of the party or the party's attorney

\_\_\_\_\_  
Signature of the party or the party's attorney  
(in block letters)

<sup>1</sup> In civil matters, it is up to the parties to make the necessary arrangements to hire the services of an interpreter and pay the interpreter's fee.  
<sup>2</sup> It is up to the parties to ensure the availability of the technological means they intend to use, shoulder the costs therefore and obtain the Court's authorization, where required.