

EXPLANATORY NOTES

APPLICATION FOR TRANSFER TO THE SMALL CLAIMS DIVISION (SJ-855A)

If the defendant in a case heard by the Court of Québec (other than the Small Claims Division) wishes to be heard before the Small Claims Division, he or she may use this form to submit an application for transfer to the clerk of the Court.

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 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

After filling out the form, you should keep a copy for your files and submit the form to the clerk of the office of the Court of Québec in the district where the initial application was filed. The clerk will render a decision on your application.

Plaintiff
versus

Defendant

APPLICATION FOR TRANSFER TO THE SMALL CLAIMS DIVISION

The Defendant _____, a natural person, is applying for the transfer of this case to the Small Claims Division.

At _____, on _____

Defendant

Address: _____

Telephone: _____

The Defendant _____, a legal person, partnership, association or group without any juridical personality, requests that this case be transferred to the Small Claims Division.

I, the undersigned, _____, declare that I am the defendant's representative in my capacity as:

an officer an employee, bound exclusively to the defendant, and I am not an attorney.

At all times during the 12-month period preceding this application, the defendant, a legal person, partnership, association or group without any juridical personality, had under its direction or control not more than 10 persons bound to it by a contract of employment.

At _____, on _____

Defendant

Address: _____

Telephone: _____

DECISION OF THE CLERK OF THE COURT OF QUEBEC

This application for transfer is granted.

This application for transfer is rejected for the following reasons: _____

At _____, on _____

Clerk