

## 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.

#### TYPES OF FORMS

- Dynamic PDF:

After completing the form, you can print it on letter-sized paper, i.e. 8.5 inches by 11 inches (215.9 mm by 279.4 mm).

- Paper:

If you complete the form by hand, please write legibly in block letters.

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

#### FILING AT THE COURT OFFICE

You must then submit the application to the Small Claims Division office at the courthouse where the application was filed. To do this, you may use the Digital Court Office of Québec (GNJQ), which is accessible via the website of the Ministère de la Justice at [www.justice.gouv.qc.ca](http://www.justice.gouv.qc.ca).

The Court of Québec clerk will then render a decision on your application.

For further information, as well as the contact information for all [courthouses](#) in the province of Québec, consult the website of the Ministère de la Justice.

District:  
Locality:  
File No.:

\_\_\_\_\_  
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