# Superior Court of Justice crestDIVISIONAL COURT INTAKE INFORMATION FORM

## Starting a Divisional Court proceeding by Notice of Application for Judicial Review, Notice of Appeal, or Motion

***Please provide the requested information below.***

Case name (e.g. Wong v. ABC Inc.):

Divisional Court file number, if assigned:

1. Indicate the nature of the matter to be scheduled (application, appeal, or motion) and provide a brief description (e.g., “appeal from the final order of Doe J. of the Superior Court of Justice dated mm/dd/yyyy”). The description should be no more than two sentences in length:
2. Provide a link to the decision being challenged (e.g. link to the decision on the CanLII website (<https://www.canlii.org/en/ca/>):

If the decision has not been reported on CanLII, provide an applicable link or include a copy of the decision together with this form.

1. Indicate any issues of urgency, time sensitivity, or other factors that you ask the court to take into consideration in scheduling:
2. If you are submitting your documents to the court by email due to urgency, as defined in Part I, paragraph 16 of the [Consolidated Practice Direction for the Divisional Court](https://www.ontariocourts.ca/scj/practice/div-court-pd/), provide the names and email addresses of counsel and self-represented parties:

Name of party/parties submitting Intake Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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