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| *ONTARIO* |  |
| **Superior Court of Justice** | Notice of Motion and Supporting Affidavit |
|  | Form 15A Ont. Reg. No*.*: 258/98 |
|  |       |  |       |
| Small Claims Court |  | Claim No. |
|       |  |  |
|  |  |
| Address |  |
|       |  |
|  | Phone number |  |
| Plaintiff No. 1 | [ ]  | Additional plaintiff(s) listed on attached Form 1A. |
| Last name, or name of company |
|       |
| First name | Second name | Also known as |
|       |       |       |
| Address (street number, apt., unit) |
|       |
| City/Town | Province | Phone no. |
|       |       |       |
| Postal code | Email address      |
|       |
| Representative | Law Society of Ontario no. |
|       |       |
| Address (street number, apt., unit) |
|       |
| City/Town | Province | Phone no. |
|       |       |       |
| Postal code | Email address      |
|       |
| Defendant No. 1 | [ ]  | Additional defendant(s) listed on attached Form 1A. |
| Last name, or name of company |
|       |
| First name | Second name | Also known as |
|       |       |       |
| Address (street number, apt., unit) |
|       |
| City/Town | Province | Phone no. |
|       |       |       |
| Postal code | Email address      |
|       |
| Representative | Law Society of Ontario no. |
|       |       |
| Address (street number, apt., unit) |
|       |
| City/Town | Province | Phone no. |
|       |       |       |
| Postal code | Email address      |
|       |
| Les formules des tribunaux sont affichées en anglais et en français sur le site [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca/). Visitez ce site pour des renseignements sur des formats accessibles. |

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| **FORM 15A** | **PAGE 2** |   |
|  |  | Claim No. |
| **Complete Part A or Part B below, then complete the affidavit in support of motion on page 3.** |
| **A. THIS COURT WILL HEAR A MOTION on** |       | , 20 |    | **, at** |       | **,** |
|  |  | (Time) |  |
| or as soon as possible after that time. |
| **This motion will be made by** |       | , |
|  | (Name of party) |  |
| (choose one of the following) |  |
| [ ]  | by videoconference: |       |
|  |  | (Video conference details) |
| [ ]  | by teleconference: |       |
|  |  | (Telephone conference details) |
| [ ]  | in person, at: |       |
|  |  | (Address of court location and courtroom number) |
| **for the following order:** |  |
| [ ]  | the court's permission to extend time to | (Specify) |
|  |       | . |
| [ ]  | set aside default judgment and noting in default. |
| [ ]  | set aside noting in default. |
| [ ]  | permission to file a Defence. |
| [ ]  | permission to file a Defendant's Claim. |
| [ ]  | set aside order dismissing claim as abandoned. |
| [ ]  | terminate garnishment and/or withdraw writ(s). |
| [ ]  | other: |
|  |       |
| [ ]  | **ADDITIONAL PAGES ARE ATTACHED BECAUSE MORE ROOM WAS NEEDED.**  |
| [ ]  | **DOCUMENTS ARE ATTACHED.** |
|  |
| **NOTE:** | **IF YOU FAIL TO ATTEND A MOTION,** an order may be made against you, with costs, in your absence.  |

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| **FORM 15A** | **PAGE 3** |   |
|  |  | Claim No. |
| **B. This motion in writing is made by** |
|       | , |
| (Name of party(ies)) |  |
| for the following order: | (select one) |
| [ ]  | assessing damages against |
|  |       |
|  | (Name of defendant(s)) |
|  | who have/has been noted in default. |
| [ ]  | substituted service of a plaintiff’s claim or defendant’s claim on |
|  |       |
|  | (For a plaintiff’s claim, name(s) of defendant(s); for a defendant’s claim, name(s) of defendant(s) by defendant’s claim) |
| [ ]  | other: |
|  |       |

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| **AFFIDAVIT IN SUPPORT OF MOTION** |
| **My name is** |       |
|  | (Full name) |
| **I live in** |       |
|  | (Municipality & province) |
| **I swear/affirm that the following is true:** |
| *Set out the facts in numbered paragraphs. If you learned a fact from someone else, you must give that person’s name and state that you believe that fact to be true.* |
|       |

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| **FORM 15A** | **PAGE 4** |   |
|  |  | Claim No. |
| **AFFIDAVIT IN SUPPORT OF MOTION, continued** |
|       |
| *If more space is required, attach and initial extra pages.* |
| Sworn/Affirmed before me (select one): | [ ]  | in person **OR** | [ ]  | by video conference |
| Complete if affidavit is being sworn or affirmed in person: |
| at the |  | of |  | , in the |  |
|  | (city, town, etc.) |  |  |  | (County, Regional Municipality, etc.) |
| of |  | , on |  | . |
|  |  |  | (date) |  |
|  |  |  |
| Signature of Commissioner (or as may be) |  | Signature of Deponent |

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| **FORM 15A** | **PAGE 5** |   |
|  |  | Claim No. |
|  |
| Complete if affidavit is being sworn/affirmed by videoconference and deponent and commissioner are in same city or town: |
| by |  | at the |  |
|  | (deponent’s name) |  | (city, town, etc.) |
| of |  | in the |  |
|  |  |  | (County, Regional Municipality, etc.) |
| of |  | , before me on |  |
|  |  |  | (date) |
| in accordance with [O. Reg. 431/20](https://www.ontario.ca/laws/regulation/r20431), Administering Oath or Declaration Remotely. |  |
| Commissioner for Taking Affidavits (or as may be) |
|  |  |  |
| Signature of Commissioner (or as may be) |  | Signature of Deponent |
| Complete if affidavit is being sworn/affirmed by videoconference and deponent and commissioner are not in same city or town: |
| by |  | at the |  |
|  | (deponent’s name) |  | (city, town, etc.) |
| of |  | in the |  |
|  |  |  | (County, Regional Municipality, etc.) |
| of |  | , before me at the |  |
|  |  |  | (city, town, etc.) |
| of |  | in the |  |
|  |  |  | (County, Regional Municipality, etc.) |
| of |  | , on |  | in accordance |
|  |  | (date) |  |
| with [O. Reg. 431/20](https://www.ontario.ca/laws/regulation/r20431), Administering Oath or Declaration Remotely. |  |  |
| Commissioner for Taking Affidavits (or as may be) |
|  |  |  |
| Signature of Commissioner (or as may be) |  | Signature of Deponent |
|  |
| **WARNING:** | **IT IS AN OFFENCE UNDER THE *CRIMINAL CODE* TO KNOWINGLY SWEAR OR AFFIRM A FALSE AFFIDAVIT.** |

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| **Instructions for Making a Motion in Small Claims Court** |
| You can file your Notice of Motion online. Please visit: [www.ontario.ca/page/file-small-claims-online](http://www.ontario.ca/page/file-small-claims-online). |
| A motion is a request to a judge to make an order about a case. For example, a defendant could ask the court for more time to send in a defence or a defendant’s claim. Or either party could ask for more time to serve documents. |
| Motions can help the parties in a case. They can also make the case take longer and cost more money. If the judge grants your motion, you can ask the judge to make the other party pay some of your costs. These costs can include court filing fees, lawyer or agent fees, and expenses for witnesses, photocopying, and delivery of documents. |
| **Step 1: EXPLAIN** what you are asking the judge to do and why. This is done by filling out a **Notice of Motion** **and Supporting Affidavit** form. Contact the clerk of the court to choose a time and date when the court could hear the motion. The clerk of the court will provide a hearing date and time. Put the date and time on the form. |
| **Step 2: SERVE.** The form must then be served on the other parties at least 7 days before the hearing date. There are rules about how this must be done. See the Small Claims Court **"Guide to Procedure in the Small Claims Court – Serving Documents"** at the court office or online at www.ontario.ca/page/civil-law-information-and-resources. Copies of documents attached to the form must also be served. |
| **Step 3: FILE** the **Notice of Motion and Supporting Affidavit** form at the court at least 3 days before the hearing date. There is a filing fee. Also file proof of service (**either** an **Affidavit of Service** (Form 8A) **or** a **Lawyer or Paralegal’s Certificate of Service** (Form 8B)) proving that the other parties were served. |
| **Motion in Writing for an Assessment of Damages** |
| If all defendants have been noted in default after failing to file a defence, you can bring a motion in writing for an assessment of damages. You do not have to attend the motion. The judge will make a decision based on the documents that you filed. If the judge thinks the documents you filed are inadequate, the court may order you to provide a further affidavit or to attend an assessment hearing. You can also request an assessment hearing. |
| For more information, see the "**Guide to Procedure in the Small Claims Court – Motions and Clerk’s Orders"** at the court office or online at www.ontario.ca/page/civil-law-information-and-resources. |
| **DO NOT FILE THIS PAGE.** |