

Table of Contents

<i>Preface</i>	v
Chapter 1 Introduction	1
1. Overview	1
2. Liberal Interpretation	3
3. Procedure	4
4. Electronic Filings	6
5. Teleconferences	8
Chapter 2 Jurisdiction	9
1. Monetary Jurisdiction	9
2. Territorial Jurisdiction	9
3. Types of Action	10
Chapter 3 The Claim	13
1. Writing a Demand Letter	13
2. Completing the Claim Form and Initiating the Claim	14
3. Service of the Claim and Other Documents	19
4. Fees and Disbursements	21
5. Stay or Dismiss Action	21
6. Automatic Dismissal by Clerk	22
7. Discontinuance	23
8. Court's Authority to Stay or Dismiss Action for Vexatious Proceedings	23
<i>Selected Legislation Affecting Claims</i>	24
Chapter 4 The Defence, Counterclaim and Third Party Claim	25
1. The Defence	25
2. The Defendant's Claim	27
3. Third Party Claim	28
Chapter 5 Default Judgment	31
1. Default Judgment Against the Defendant	31
2. Default Judgment Against a Third Party	34
3. Setting Aside the Default	35
Chapter 6 Discovery	37
1. Generally	37
2. Discovery of Documents	38
3. Oral Discovery	39
Chapter 7 Motions	41
1. Procedure on Motions	41
2. Motion in Writing	44

3. Clerk's Orders on Consent	45
4. Court's Authority to Stay or Dismiss Motion.....	46
Chapter 8 Settlement	47
1. Settlement Conference	47
2. Offer to Settle	50
Chapter 9 The Trial.....	53
1. Notice of Trial	53
2. Trial Preparation.....	54
3. The Trial.....	55
4. Evidence at Trial.....	56
5. Judgment	58
Chapter 10 Costs	61
Chapter 11 Appeals.....	63
Chapter 12 Enforcement of Orders	65
1. Introduction	65
2. Examination of the Debtor.....	68
3. Writ of Seizure and Sale with Respect to Personal Property	72
4. Writ of Seizure and Sale with Respect to Land.....	75
5. Writ of Delivery	77
6. Garnishment	78
7. Hearing Before Referee	82
8. Consolidation Orders	83
Appendix I Locations of the Small Claims Court	85
Appendix II Rules of the Small Claims Court	93
Appendix III Courts of Justice Act.....	167
Appendix IV Precedents.....	179
1. Affidavit for Jurisdiction — Form 11A	181
1a. Request for Telephone or Video Conference — Form 1B.....	182
2. Demand Letter	184
3. The Claim — Form 7A.....	185
3a. Plaintiff's Claim	186
3b. Possession of Equipment under an Equipment Lease	190
3c. Arrears of Payments under a Credit Card Agreement	191
3d. Payment for Goods Sold and Delivered	193
3e. Moneys Advanced.....	194
3f. Services Rendered.....	196
3g. NSF Cheque.....	197
3h. Return of Rented Equipment and Damages for Destruction to Property	198

TABLE OF CONTENTS ix

3i.	Motor Vehicle Injury	200
3j.	Wrongful Dismissal.....	201
4.	Notice to Alleged Partner — Form 5A.....	202
5.	The Defendant’s Claim — Form 10A.....	203
6.	Third Party Claim	207
7.	Affidavit of Service — Form 8A	208
8.	Request for a Payment Hearing — Form 9B.....	212
9.	Order as to Terms of Payment	214
10.	Default Judgment — Form 11B.....	215
10a.	Affidavit of Default Payment — Form 20M.....	218
10b.	Notice of Default of Payment — Form 20L.....	220
11.	Notice of Documents to be Submitted.....	222
12.	Request for Assessment Hearing — Form 9B.....	224
13.	Notice of Motion [to Amend] — Form 15A	226
13a.	Motion to Add Party — Form 15A.....	231
14.	List of Proposed Witnesses — Form 13A	236
15.	Offer to Settle — Form 14A.....	238
16.	Acceptance of Offer — Form 14B	240
17.	Request for Notice of Trial — Form 9B.....	241
18.	Summons to Witness — Form 18A	243
19.	Warrant for Arrest — Form 18B.....	245
20.	Certificate of Judgment — Form 20A	246
21.	Writ of Seizure and Sale of Personal Property — Form 20C	248
22.	Direction to Enforce Writ of Seizure and Sale of Personal Property — Form 20O	250
23.	Writ of Seizure and Sale of Land — Form 20D	252
23a.	Request to Renew Writs of Seizure and Sale — Form 20N ..	254
23b.	Affidavit for Enforcement Request — Form 20P.....	255
24.	Writ of Delivery — Form 20B.....	258
25.	Affidavit for Enforcement Request — Form 20P.....	260
26.	Notice of Garnishment Hearing — Form 20Q.....	263
27.	Garnishee’s Statement — Form 20F.....	267
27a.	Notice of Termination of Garnishment — Form 20R.....	269
28.	Notice to Co-owner of Debt — Form 20G.....	270
29.	Affidavit for Enforcement Request — Form 20P.....	273
30.	Notice of Examination Hearing — Form 20H.....	276
30a.	Questions to be Asked on an Examination of Judgment Debtor	279
30b.	Questions to be Asked of a Corporate Debtor	292
31.	Financial Information Form — Form 20I	295
32.	Warrant of Committal — Form 20J.....	297
33.	Identification for a Civil Arrest Warrant — Form 20K	299

34.	Enforcement Request re Notice of Examination — Form 20P.....	301
35.	Fee Waiver.....	304
36.	Request for Clerk’s Order on Consent — Form 11.2A.....	312
Appendix V Small Claims Court Fees.....		317
	Fees for Filing Small Claims.....	317
	Small Claims Court — Fees and Allowances.....	318
	Fees Payable to the Sheriff.....	322
	Fees for Court Transcripts.....	324
Appendix VI Rule 60 of the Rules of Civil Procedure		325
Appendix VII Duties of Clerks and Bailiffs of the Small Claims Court ..		329
Appendix VIII Glossary		331
<i>Index</i>		<i>333</i>