

REQUEST TO ATTEND VIA TELECONFERENCE

This form is to be completed by all counsel/parties requesting to attend their matter via teleconference. It should be noted that **NO REQUEST** shall be considered approved until approval has been duly granted by a Judge of the Superior Court of Justice acting for, or in, the Central South Region. **REQUESTS are to be submitted no less than 5 DAYS PRIOR TO THE EVENT.**

Please complete the following information and, together with a covering letter, return to the Trial Coordinator's Office at Fax: (905) 645-6277 for further processing.

Date of Request: _____ Est. Length of Proceeding: _____

Date of Hearing: _____ Time of Hearing: _____ EST

File Number: _____

Style of Cause: _____

vs.

Name and phone number of party requesting leave to attend via teleconference (please be sure to name all parties attending by teleconference):

Reason personal attendance is not possible:

Briefly describe the issue(s) to be discussed at this hearing:

Do all party(ies) consent to the teleconference: YES NO

Type of Proceeding: Case Conference Settlement Conf.
 Motion Trial Mngt. Conf.

Other _____

Family Proceedings (MUST be completed): **Application** - Date of Service: _____

Affidavit of Service - Date Filed: _____

Judge's Comments: _____

Approved Denied _____

(Judge's Signature/Date)

DIARIZED FRANKED

It is the responsibility of the Parties/Counsel requesting the conference call to call the Trial Coordinator at (905) 645-5252, ext. 2532



Ministry of
the Attorney
General

Superior Court of
Justice
Family Court

Regional Municipality
of
Hamilton-Wentworth

Court House
55 Main Street West
Hamilton Ontario
L8P 1H4

Tel/Tél.:
(905) 645-6250

Ministère
du Procureur
general

Cour de la famille

Municipalité régionale
de Hamilton-
Wentworth


Palais de justice
55, rue Main ouest
Hamilton Ontario
L8P 1H4

Fax/Télé.:
(905) 645-6264

Memorandum

TO: The Profession and Self-Represented Litigants
FROM: Local Administrative Justice C. Lafreniere
RE: Request to attend via Teleconference
DATE: February 6, 2012

Attached please find a new form entitled Request to attend via Teleconference. This form is to be used whenever a request is made to have a motion or a case management meeting heard by teleconference.


Local Administrative Justice C. Lafreniere