

**CENTRAL SOUTH REGION**

**LONG TRIAL SITTINGS INTAKE – FORM**

**NOTE:** The long trial sittings are reserved for any trials that are 21 days or longer. Any trials that are 20 days or fewer should be put to a local regular 4-week trial sittings.

This form must be completed and signed counsel who will be counsel at trial. We have had remarkable success in having each case assigned to the Long Trial list commence precisely when scheduled. This has made it much easier for counsel to arrange their schedules and those of witnesses. To assist us in continuing to offer an effective process, we require meaningful input concerning the cases which counsel wish to add to our Long Trial sittings. Accordingly, this form must be completed before the matter is assigned to a Long Trial List.

*This completed form must be emailed to [rsjofficecentralsouth@ontario.ca](mailto:rsjofficecentralsouth@ontario.ca) and copied to all counsel/parties noted on your form.*

**COURT LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. Full Style of Cause: \_\_\_\_\_ Action #: \_\_\_\_\_

2. Counsel/Contact Information:

Counsel for:

Name:

Address:

Phone #

Email address:

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Counsel for:

Name

Address

Phone #

Email address:

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Counsel for:

Name

Address

Phone #

Email address:

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Counsel for:

Name

Address

Phone #

Email address:

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3. (a) Are there any third party actions or related actions to be tried with this one? **If yes, provide Style of Cause, Action #, counsel contact information and also provide copy of Order(s):**

(b) Have Trial Records on all matters been filed?: Yes/No

4. Short description of nature of action:

5. Jury or Non-Jury: Is any related action: Jury or Non-Jury?

6. Are any amendments to pleadings anticipated?

7. Are any changes of counsel anticipated?

8. Have all discoveries been completed?  
If not, current status and expected completion date:

9. Has all document production been completed?  
If not, by when?

10. Have all experts' reports been obtained – if not, by when?

11. Jurisdiction where action commenced:

12. Jurisdiction where counsel wish matter to be tried:

13. Do counsel anticipate bringing any motions? If so:

- What is the nature of the motions?
  
- What is the time required for any anticipated motions?

14. Number of witnesses each party anticipates calling:

Plaintiff Witness Chart

Name of Witness	Examination in Chief	Cross Examination

Total # Witnesses \_\_\_\_\_ Total Estimated Time \_\_\_\_\_

Defendant Witness Chart

Name of Witness	Examination in Chief	Cross Examination

Total # of Witnesses \_\_\_\_\_ Total Estimated Time \_\_\_\_\_

15. Plaintiff:

Time required for opening statements:

Time required for closing statements:

Defendant:

Time required for opening statements:

Time required for closing statements:

Note: If there is insufficient room above, please provide information on separate sheet and attach.

16. Trial length estimate by each counsel, for your own case and for the total trial:

Plaintiff:

Defendant:

TOTAL:

17. Already pre-tried?

By whom?

18. Any judge in Central South Region unable to hear it? (former partners, other conflicts, etc.?) Please provide name(s):

19. Long trial team sittings to which counsel wish case to be added:

20. Any dates within sittings when counsel not available?

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Counsel for:

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Counsel for:

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Counsel for:

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Counsel for:

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Counsel for:

\_\_\_\_\_  
Counsel for:

Dated: \_\_\_\_\_

Return to: Office of Regional Senior Judge Paul R. Sweeny  
Superior Court of Justice  
John Sopinka Court House  
45 Main Street East, Suite 721  
Hamilton Ontario L8N 2B7  
Tel: 905 645 5323  
**Email: [rsjofficecentralsouth@ontario.ca](mailto:rsjofficecentralsouth@ontario.ca)**