ONTARIO
Superior Court of Justice

Request to Clerk
Form 9B Ont. Reg. No.: 258/98

Small Claims Court _____ Claim No. _____

Address _____

Phone Number _____

BETWEEN

_____
Plaintiff(s)

and

_____
Defendant(s)

TO THE CLERK OF THE _____ **SMALL CLAIMS COURT:**
(Name of Small Claims Court location)

My name is _____ **and I request that the clerk of the court:**
(Name of party/representative)

(Check appropriate box(es)).

☐ note defendant(s) _____
(Name of defendant(s))
in default for failing to file a Defence (Form 9A) within the prescribed time period [R. 11.01(1)].

☐ schedule an assessment hearing (all defendants have been noted in default) [R. 11.03(2)(b)].

☐ schedule a terms of payment hearing because I dispute the defendant's proposed terms of payment contained in the Defence (Form 9A) [R. 9.03(3)].

☐ schedule a trial [R. 16.01(1)(b)].

☐ accept payment in the amount of $ _____ into court
(Amount)

☐ according to an order of the court, dated _____ , 20 _____ .

☐ for a person under disability according to an order or settlement dated

_____ , 20 _____ [R. 4.08(1)].

☐ pursuant to the attached written offer to settle, dated _____ , 20 _____ [R. 14.05(2)].

☐ according to the following legislation:

_____
(Name of statute or regulation and section)

Les formules des tribunaux sont affichées en anglais et en français sur le site www.ontariocourtforms.on.ca. Visitez ce site pour des renseignements sur des formats accessibles.

Claim No. _____

☐ Other: (Specify.)

_____ , 20 _____ _____

(Signature of party or representative)

CAUTION: To obtain an assessment of damages, all defendants must be noted in default. If one or more defendants has filed a defence, the matter must proceed to a settlement conference. To bring a motion in writing for an assessment of damages, file a Notice of Motion and Supporting Affidavit (Form 15A). You can get forms at court offices or online at **www.ontariocourtforms.on.ca**.