



## Warning

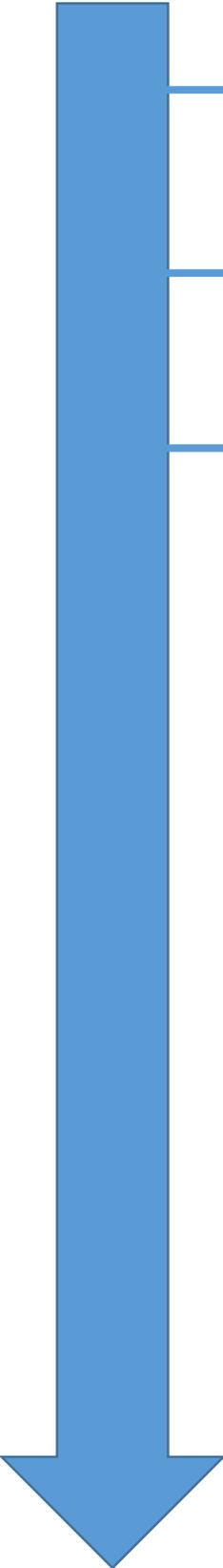
**The document we are providing you is not an official form.**

Although we try our best to provide you with the most relevant and exact information as possible, we cannot guaranty that all the information offered here is complete, free of errors, up-to-date or adapted to your situation.

This document was prepared by the *Centre de justice de proximité Grand Montréal* (“CJPGM”) to assist you in your undertakings. If you require additional legal information, feel free to contact your region’s CJP: [www.justicedeproximite.qc.ca/en/](http://www.justicedeproximite.qc.ca/en/)

**Please note that the lawyers at the CJPGM will not under any circumstances:**

- **Verify, validate or review** any of your documents;
- **Provide any legal advice**, whether regarding your chances of success, the strategy you should adopt, or any other aspects related to your file.



**Send a formal notice (*mise en demeure*)**

**Wait for the deadline to pass**

**Draft your application**

- Ask Court's help: 514-393-2304
- Or online, search for «SJ-870E»

**When opening your file, have ready:**

- Formal notice and proof of reception
- List of your witnesses

Name, contact information and professional title (if applicable)

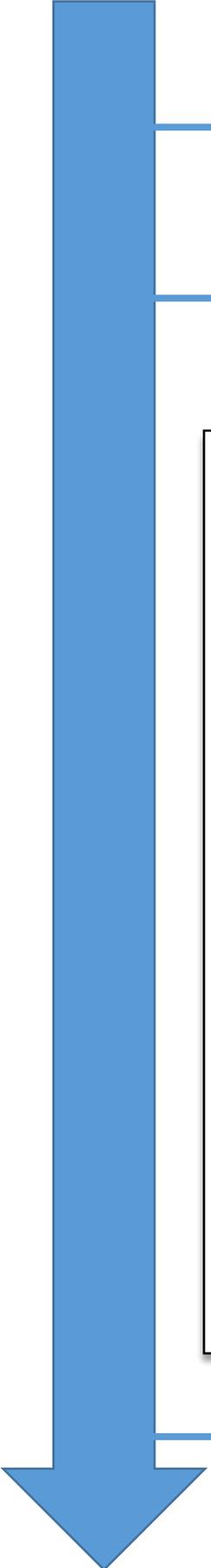
- **3 copies of your exhibits**

Use a USB key for audio and video evidence

- **Legal costs**



Amount claimed by...	...a person	... a company
De 0,01 \$ à 5 000 \$	106 \$	158 \$
De 5 000,01 \$ à 10 000 \$	195 \$	264 \$
De 10 000,01 \$ à 15 000 \$	211 \$	317 \$



— **The Court sends the application to the defendant**

— **The defendant has 20 days to contest the application**

**While waiting for the hearing:**

- Delays vary depending on sector (+ 24 months in Montreal)
- Write out a chronology of the events as a reminder during your testimony
- Refer to the evidence filed by the defendant to the Court
- File any other evidence to the Court at least 30 days prior to the hearing
- Notify the Court of any change of address
- Watch videos on court procedures:  
[bit.ly/QcSmallClaims](http://bit.ly/QcSmallClaims)

— **Hearing day**