



COURT OF KING'S BENCH FOR
SASKATCHEWAN

CIVIL PRACTICE DIRECTIVE #6

CHAMBERS APPEARANCE MEMO

REFERENCE: CIV-PD #6

Effective: September 1, 2022

Revised: June 1, 2023; January 1, 2024

1. Subject to paragraph 5, each party appearing on an application in civil chambers must complete, serve and file with the Court, a Chambers Appearance Memo [Memo] in the form attached to this practice directive as Appendix A.
2. To assist counsel, self-representing litigants and the Court, the Memo shall include substantive information concerning the pending application(s) before the Court. This should include a description of the position that will be advanced on the hearing date respecting readiness to proceed (*i.e.*, seeking an adjournment, seeking leave to file further materials, opposing an adjournment, etc.), as well as a brief statement on the position being advanced respecting the relief sought in the application(s) before the Court.
3. If an application is adjourned, each party shall complete, serve and file an updated Memo describing any changes since the filing of the last Memo or confirming that nothing has changed in the position being advanced as reflected in the last Memo.
4. The Memo, or any updated Memo, shall be filed and a copy provided to the other party(s) at least two (2) days prior to the scheduled Chambers date.
5. This practice directive does not apply to:
 - a) any application made by Appearance Day Notice;
 - b) any Application without Notice; or
 - c) any proceeding dealt with under Part 10, Division 5 of *The King's Bench Rules* and any ancillary sale of land ordered under Part 10, Division 6 of *The King's Bench Rules*, unless there has been a defence to the action served and filed.

Chief Justice M.D. Popescul
Court of King's Bench for Saskatchewan

APPENDIX A

COURT FILE NUMBER _____
COURT OF KING'S BENCH FOR SASKATCHEWAN
JUDICIAL CENTRE _____
APPLICANT(S) _____
RESPONDENT(S) _____

CIVIL CHAMBERS APPEARANCE MEMO
for Chambers on (*Chambers date*)

1. Participants:

a. This Memo is filed on behalf of: _____

b. The other party/parties and counsel are:

- i. _____
- ii. _____
- iii. _____

2. The (*applicant/respondent*) applies for the relief set forth in the application dated _____ and the draft order filed on _____

3. A description of the position that will be advanced on the hearing date respecting readiness to proceed is: (*identify whether you are seeking an adjournment, seeking leave to file further materials, opposing an adjournment, etc.*) _____

4. A concise summary of the legal aspects of the substantive position of the party filing this Memo is _____

5. The following relief is consented to/unopposed:

- (1) _____
(describe consented to relief)
- (2) _____
(describe consented to relief)

6. Materials filed and served:

a. To be completed by the applicant: the applicant has served and filed the following affidavits/other material being relied upon in support of the relief sought:

Describe Document	Date Served	Date Filed

b. To be completed by the respondent/third party: the respondent/third party has served and filed the following affidavits/other material being relied upon in support of the relief sought:

Describe Document	Date Served	Date Filed

7. Other proceedings and applications:

a. The following is a summary of other applications and matters pending in this action:

i. Other applications pending:

- none
- returnable on _____
- reserved on _____ by Justice _____

ii. Pre-trial: Not scheduled Scheduled for: _____

iii. Trial: Not scheduled Scheduled for: _____

b. The following is a summary of any other relevant or related proceedings:

8. This is the:

first Memo filed respecting this application.

OR

updated Memo filed by the *(applicant/respondent)* in respect of this application, and:

The changes in circumstances and/or position being advanced since the filing of the last Memo are:

(describe changes in point form)

OR

There is no change in circumstances and/or position being advanced since the last Memo was filed.

Dated at _____, this _____ day of _____, 20__ .

(signature of party's lawyer or party, if self-represented)

(print name of party's lawyer or party, if self-represented)

CONTACT INFORMATION AND ADDRESS FOR SERVICE:

Name of party or party's lawyer: _____

Address: _____
(set out the street address)

Telephone number: _____

Fax number *(if any)*: _____

Email address *(if any)*: _____