FORM 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*): _____