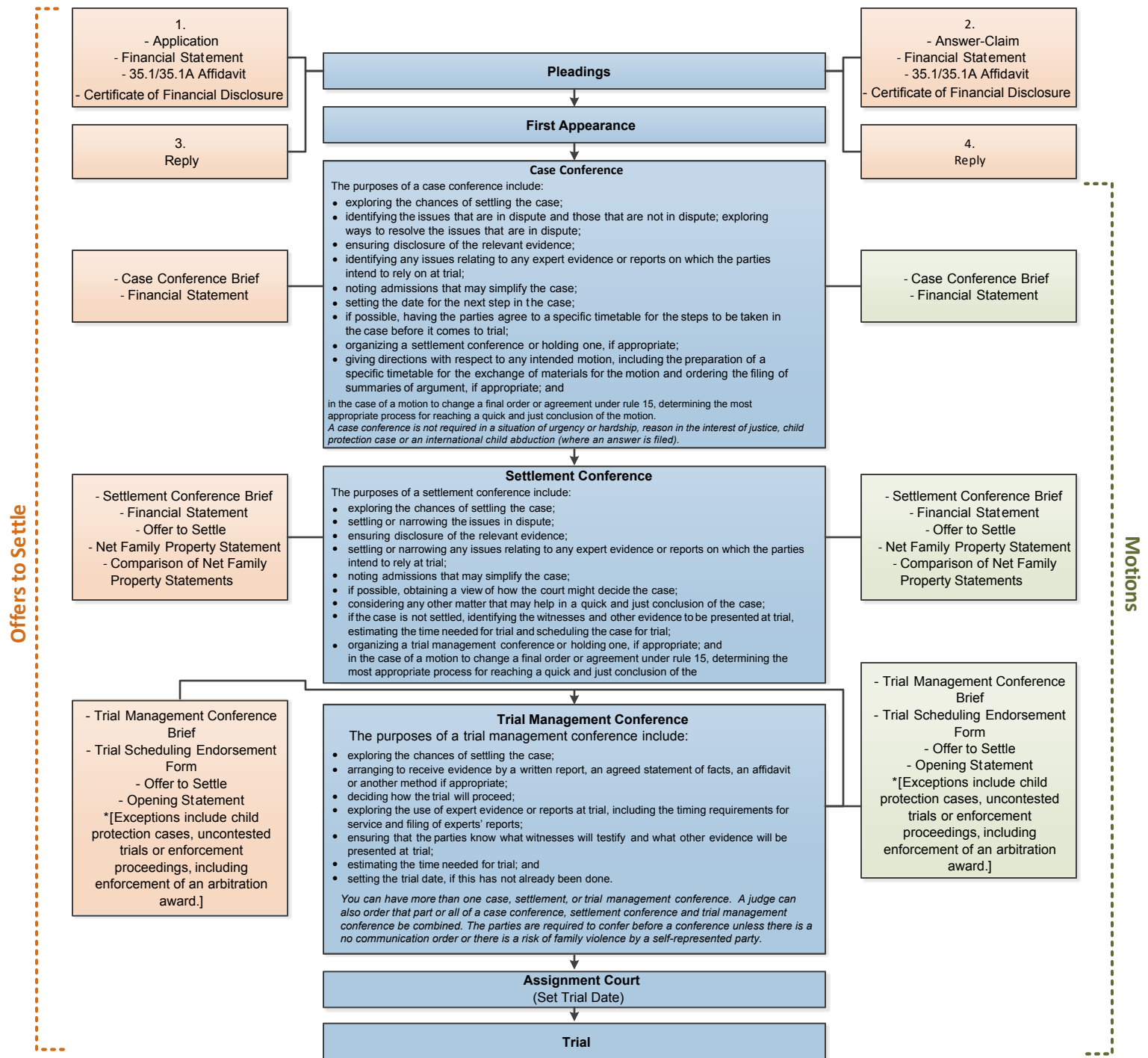


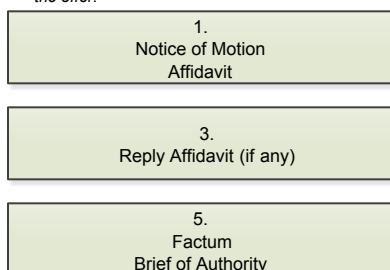
Steps in a Court Case



Offers to Settle

A party who makes an offer is, unless the court orders otherwise, entitled to costs to the date the offer was served and full recovery of costs from that date, if the following conditions are met:

- If the offer relates to a motion, it is made at least one day before the motion date.
- If the offer relates to a trial or the hearing of a step other than a motion, it is made at least 7 days before the trial or hearing date.
- The offer does not expire and is not withdrawn before the hearing starts.
- The offer is not accepted.
- The party who made the offer obtains an order that is as favourable as or more favourable than the offer.



Motions

- Except in urgent situations, motions cannot be heard before a case conference and material must be served 6 days in advance of the motion.
- Motions are proceedings before a judge and are designed to deal with issues that cannot wait to be dealt with at trial. Where the issue is a substantive one the order the court makes is usually temporary. A motion can also be used to obtain a procedural order (i.e., the setting of deadlines to move the case forward, for the production of financial records by a certain date, etc.).
- Your testimony or the testimony of third parties is almost always given to the court in writing. The document that this evidence is given in is a sworn affidavit.

