

ONTARIO
Superior Court of Justice

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

OTTAWA

Small Claims Court
161 ELGIN STREET,
2ND FLOOR,
OTTAWA, ONTARIO
K2P 2K1

Address

613-239-1054

Phone number

SC-25-171602

Claim No.

AUG 14 2025 

BETWEEN

LEONARD B

Plaintiff(s)

and

HELEN NADINE PHILLIPS

Defendant(s)

TO THE CLERK OF THE OTTAWA

(Name of Small Claims Court location)

SMALL CLAIMS COURT:

My name is LEONARD B

(Name of party/representative)

and I request that the clerk of the court:

(Check appropriate box(es).)

☒ note defendant(s) HELEN NADINE PHILLIPS

(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:

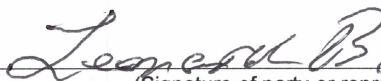
(Name of statute or regulation and section)

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.

☐ Other: (Specify.)

AUGUST 14,

, 20 25



(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.