**Ontario Land Tribunal**

**notice of motion**

**OLT Case No. #######**

**PROCEEDING COMMENCED UNDER** (*Specify: statute and provision under which proceeding was commenced)*

Applicant(s)/Appellant(s): *(specify)*

Subject: *(specify)*

Property Address/Description *(specify)*

Municipality: *(specify)*

Municipal File/Reference No: *(specify)*

OLT Case No.: *(specify number)*

OLT File No.: *(specify associated file number(s) if any)*

OLT Case Name: *(specify)*

*(Repeat the above heading as needed for each provision(s) under which the proceeding is commenced)*

**NOTICE OF MOTION**

The *(identify moving party)* will make a motion to the Ontario Land Tribunal on *(day), (date),* at *(time),* or soon after that time as the motion can be heard, at (*location of proceedings)*.

PROPOSED METHOD OF HEARING: The motion is to be heard in writing/in person/by video conference *(choose appropriate option)*

THE MOTION IS FOR (s*tate here the precise relief sought*).

THE GROUNDS FOR THE MOTION ARE *(specify the grounds to be argued, including a reference to any statutory provision or rule to be relied on)*.

THE FOLLOWING DOCUMENTARY EVIDENCE will be used at the hearing of the motion: *(list the affidavits or other documentary evidence to be relied on)*.

*(Date)*

*(Name, address and telephone number of moving party’s representative or moving party)*

TO *(Name and address of responding party’s representative or responding party)*

(*Name and address of any other participants/representatives/parties served)*

*(Ontario Land Tribunal, specify name of personnel if applicable)*

In accordance with [Rule 10](https://olt.gov.on.ca/about-olt/law-policy/), (1) a Notice of Motion and all supporting materials shall be served at least 15 days before the date the motion is to be heard, and (2) parties receiving the Notice of Motion may be entitled to serve a Notice of Response to the Motion, no later than 7 days before the date the motion is to be heard. Affidavits of service should be filed with the Tribunal, confirming same.