

**Supreme Court of Prince Edward Island  
Small Claims Section**

**Request for Prothonotary's Order  
Form 11C**

[Claim No]

**Plaintiff No. 1**

**Plaintiff No. 2 (if applicable)**

Full name	Full Name
Address for Service	Address for Service
Phone No. Fax No. (If any)	Phone No. Fax No. (If any)
Plaintiff's Lawyer/Agent (Full Name)	Plaintiff's Lawyer/Agent (Full Name)
Lawyer/Agent's Address for Service	Lawyer/Agent's Address for Service
Lawyer/Agent's Phone No. Fax No. (If any) E-Mail Address (Optional)	Lawyer/Agent's Phone No. Fax No. (If any) E-Mail Address (Optional)

**Defendant No. 1**

**Defendant No. 2 (if applicable)**

Full name	Full Name
Address for Service	Address for Service
Phone No. Fax No. (If any)	Phone No. Fax No. (If any)
Defendant's Lawyer/Agent (Full Name)	Defendant's Lawyer/Agent (Full Name)
Lawyer/Agent's Address for Service	Lawyer/Agent's Address for Service
Lawyer/Agent's Phone No. Fax No. (If any) E-Mail Address (Optional)	Lawyer/Agent's Phone No. Fax No. (If any) E-Mail Address (Optional)

**Note:** THIS REQUEST shall be filed with the Consent for Prothonotary's Order (Form 11.B) signed by all parties.

THIS REQUEST IS FILED BY: \_\_\_\_\_  
(Name of party)

requesting that the Prothonotary make the following order(s) on the consent of all parties:

\_\_\_\_\_ amend a Plaintiff's Claim issued on \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ amend a Defence filed on \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ amend a Defendant's Claim issued on \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ add \_\_\_\_\_ to the  
(Name of Party)  
\_\_\_\_\_ Plaintiff's Claim \_\_\_\_\_ Defendant's Claim

as a \_\_\_\_\_ Defendant \_\_\_\_\_ Plaintiff

\_\_\_\_\_ delete \_\_\_\_\_ from the  
(Name of Party)  
\_\_\_\_\_ Plaintiff's Claim \_\_\_\_\_ Defendant's Claim

\_\_\_\_\_ substitute \_\_\_\_\_ with  
(Name of Party)  
\_\_\_\_\_ to the  
(Name of Party)  
\_\_\_\_\_ Plaintiff's Claim \_\_\_\_\_ Defendant's Claim

\_\_\_\_\_ set aside the noting in default of \_\_\_\_\_  
(Name of Defendant(s))

\_\_\_\_\_ set aside the following step taken to enforce the default judgment that has not yet been completed:

\_\_\_\_\_  
(Specify)

\_\_\_\_\_ restore to the list the following matter that was dismissed under Rule 11.01(1) \_\_\_\_\_  
(Specify)

\_\_\_\_\_ note that payment has been made in full satisfaction of an order or terms of settlement.

\_\_\_\_\_ dismiss the \_\_\_\_\_ Plaintiff's Claim \_\_\_\_\_ Defendant's Claim

\_\_\_\_\_ costs in the amount of \$\_\_\_\_\_, to be paid to \_\_\_\_\_  
(Amount) (Name of Party(ies))

by \_\_\_\_\_  
(Name of Party(ies))

THE FOLLOWING MATERIAL IS TO BE ATTACHED:

\_\_\_\_\_ Consent for Prothonotary's Order (Form 11B) signed by all parties to the action (including any party to be added, deleted or substituted)

\_\_\_\_\_ Other: \_\_\_\_\_  
(Specify)

\_\_\_\_\_, 20\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of party or representative)

**DISPOSITION:** The Prothonotary will complete this section

\_\_\_\_\_ Order to go as asked

\_\_\_\_\_ Order refused because:

\_\_\_\_\_, 20\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Prothonotary)

**NOTE:** The Consent for Prothonotary's Order (Form 11B) must state that no party would be affected by the Order is under disability and that each party has received a copy of the completed Request for Prothonotary's Order and Consent for Prothonotary's Order