

QUICK GUIDE: FILING A NEW CRIMINAL APPEAL OR ORIGINATING MOTION

Ontario Court of Appeal Public Portal

Quick Guide

Filing a New Criminal Case at the Court of Appeal

This Quick Guide provides an overview of the steps required to file a new criminal appeal or originating motion¹ using the Public Portal. There is a separate Quick Guide for filing a new *Provincial Offences Act* matter.

Disclaimer: *The content in this quick guide is subject to change and may be updated as configurations evolve. To ensure you have the most current information, always refer to the live version rather than a printed copy.*

Please note that the appearance of the user interface is subject to change. Some screenshots in this quick guide may differ from the screens on the portal.

¹ An originating motion is a motion that is not connected to an existing appeal.

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Before You Begin

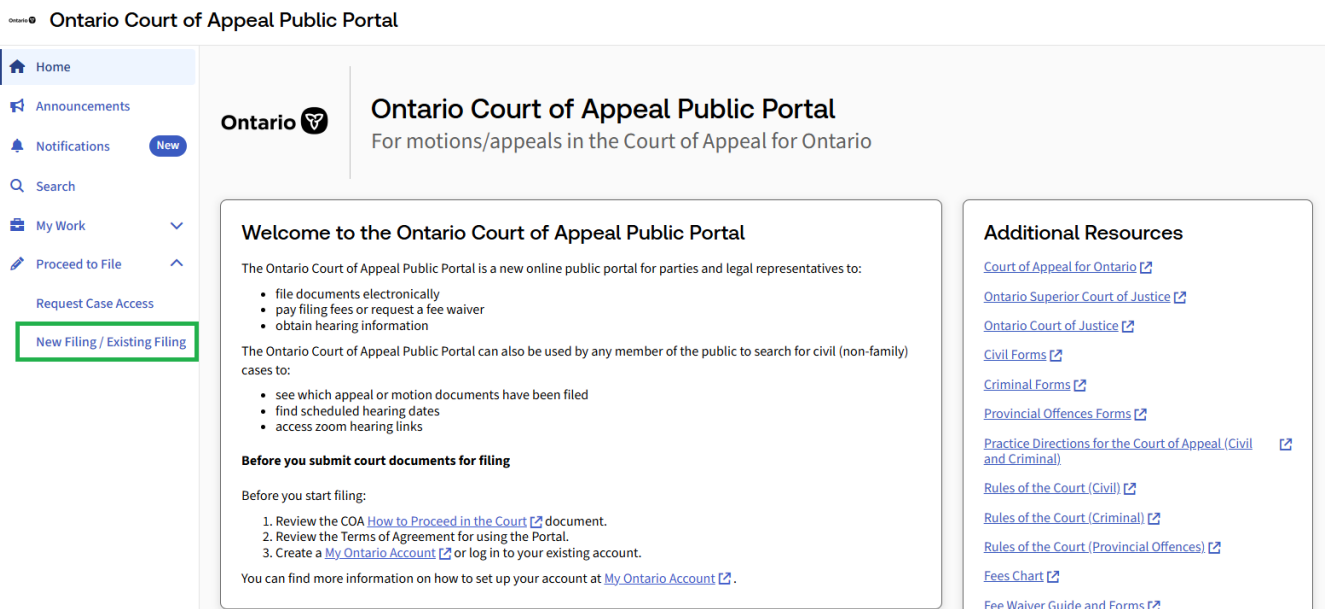
To file a new criminal appeal or originating motion, you must:

- Have a **Ontario.ca Account**²
- Be registered as either a Public User, Lawyer, or Organization Administrator
- Have your Notice of Appeal or Notice of Motion and supporting documents ready to upload
- Know the parties involved and their contact information

Create Filing

Select **Proceed to File** in the left navigation menu, then choose **New Filing / Existing Filing**.

PORTAL NAVIGATION MENU SHOWING WHERE TO ACCESS NEW FILING / EXISTING FILING



Follow the four **Create Filing** steps:

Step 1 – Select Filing Type

Choose **File a Notice of Appeal or Notice of Motion**, then select **Continue**.

² To learn more about how to set up a Ontario.ca Account, consult the Ontario Court of Appeal Public Portal User Guide.

STEP 1 OF CREATE FILING — SELECT FILING TYPE

Create Filing Step 1 of 4

Progress

- 1 **Step 1 of 4**
Select Filing Type
- 2 Step 2 of 4
Select Filing Type
- 3 Step 3 of 4
Enter Details
- 4 Step 4 of 4
Summary

Select Filing Type

Select the first option from the menu below if you are filing a notice of appeal or a notice of motion. Select the second option if you are filing materials on an existing appeal or motion. If you are filing on an existing appeal or motion, you must enter the full appeal or motion number, i.e., COA-26-CV-XXXX (for civil appeals), COA-26-CR-XXXX (for criminal appeals) or COA-26-OM-XXXX (for originating motions).
* Indicates a required field.

Case Type*

☒ **File a Notice of Appeal or a Notice of Motion**
Choose this option to file a notice of appeal or a notice of motion. If filing a motion, you will later be asked to indicate whether the motion is an originating motion (a motion unattached to a previously filed appeal or motion) or a non-originating motion (a motion to be filed under an existing appeal or motion).

☐ **File Materials on an Existing Appeal or Motion**
Choose this option to file materials on an existing appeal or motion.

[Continue](#)

Step 2 – Select the Correct Form

Use the **Keyword(s)** field or **Show Advanced Search** feature to locate and select the correct **criminal** Notice of Appeal or Motion form, then select **Continue**.

STEP 2 OF CREATE FILING — SELECT THE APPROPRIATE NOTICE OF APPEAL OR MOTION

Create Filing Step 2 of 4

Progress

- ✓ Step 1 of 4
Select Filing Type
- 2 Step 2 of 4
Select Filing Type**
- 3 Step 3 of 4
Enter Details
- 4 Step 4 of 4
Summary

Select Filing Type

Select a filing type from this set of common filing scenarios. You may browse through all available options or use the Search Criteria to filter the results.

* Indicates a required field.

Search Criteria

Case Category

Appeal Criminal

Case Type

You must select a Case Category first.

Solicitor

Case Subtype

You must select a Case Type first.

Appeal - Criminal

Keyword(s)

Search for filing types that include all terms you enter here.

Form 12

Search

Reset

Filing Type*

- ☐ Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4]

A document filed by an appellant represented by counsel initiating a criminal appeal, an appeal from a decision or disposition of the Ontario Review Board, or an appeal in a provincial offences matter.

Creates a new Appeal Criminal - Solicitor - Appeal - Criminal case.

(Showing 1 to 1 of 1)

Page 1 of 1

Go to page

Items per page

< Previous

Next >

Go

10

▼

Continue

Back

See [Appendix A](#) for assistance in finding the correct notice for your new appeal or originating motion.

Step 3 – Enter Details

Enter a **Reference Name** for the filing submission (optional), then select **Continue**. This name is for your use only and is not visible to the Court.

STEP 3 OF CREATE FILING — ENTER DETAILS

Create Filing Step 3 of 4

Progress

- ✓ Step 1 of 4
Select Filing Type
- ✓ Step 2 of 4
Select Filing Type
- 3 Step 3 of 4
Enter Details
- 4 Step 4 of 4
Summary

Enter Details

* Indicates a required field.

Reference Name*

Optional - The filer can choose to add a personal reference name or number to the existing document name. This will allow you to identify and search for your filings in the future.

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA App

Select Location

Case Location*

Choose the location in which you wish to file the case.

Court of Appeal for Ontario

Continue

Back

Step 4 – Summary

Review all information entered to confirm accuracy, then select **Create Filing**.

STEP 4 OF CREATE FILING — SUMMARY OF FILING DETAILS

Create Filing Step 4 of 4

Progress

- ✓ Step 1 of 4
Select Filing Type
- ✓ Step 2 of 4
Select Filing Type
- ✓ Step 3 of 4
Enter Details
- 4 Step 4 of 4
Summary

Summary

Please review the details of the filing you are about to create. If everything looks correct, you can create this filing and proceed to the next steps.

Court	Court of Appeal
Case Location	Court of Appeal for Ontario 130 Queen St. West Toronto Ontario M5H 2N5
Case Type	New Case Filing
Case Classification	Appeal Criminal - Solicitor - Appeal - Criminal
Filing Type	Notice - Notice of Appeal
Reference Name	Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Create Filing

Back

You will now move to **Manage Filing** Overview page.

Manage Filing

Managing a filing includes:

- Adding parties
- Entering filing information
- Adding originating court information
- Uploading documents
- Submitting your completed filing

Step 1 – Parties

In a new criminal appeal, you must add all parties involved in the case. Every case must include at least:

- **One Appellant or Moving Party** – the party filing the appeal or motion
- **One Respondent** – the party responding to the appeal or motion³
- Any Involved Parties, if applicable (e.g. Amicus Curiae)

Add Parties

Select **Manage Parties**, then select **Continue to Add Party(ies)**.

³ If the motion you are filing is *ex parte*, you must still fill out the respondent's party information. However, when prompted to upload affidavit of service, instead upload a letter identifying that the motion is being brought *ex parte*.

MANAGE FILING PAGE WITH OPTION TO BEGIN MANAGING PARTIES

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 2 seconds ago

Court

Court of Appeal

Case Location

Court of Appeal for Ontario

Case Classification

Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document

Notice - Notice of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number

976D-61FB-2482-69CA

Status History

Remove Filing

Filing Instructions

This filing type has additional instructions provided by the court.

To start a criminal appeal, an appellant represented by counsel must file a notice of appeal (Form 12). To start an appeal of a decision or disposition of the Ontario Review Board, an appellant represented by counsel must file a notice of appeal (Form 21). To start an appeal in a provincial offences matter, an appellant represented by counsel must file a notice of appeal (Form 4) after obtaining leave to appeal.

Filing Progress

Complete all steps to submit this filing. Steps must be completed in order and may be unavailable until prior steps are completed.

1 Step 1 of 5
Parties

2 Step 2 of 5
Filing Information

3 Step 3 of 5
Originating Court (Optional)

4 Step 4 of 5
Documents

5 Step 5 of 5
Summary

Parties

Incomplete

Enter the name, role, and contact information of all parties or participants involved in the matter. Note: Appellant/Moving party and Respondent must be entered to proceed with your filing.

Manage Parties

Filing Information

Incomplete

Please provide information in mandatory fields.

Manage Filing Information

PARTIES PAGE SHOWING THE OPTION TO CONTINUE TO ADD PARTY(IES)

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 2 seconds ago

Court

Court of Appeal

Case Location

Court of Appeal for Ontario

Case Classification

Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document

Notice - Notice of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number

976D-61FB-2482-69CA

Return to Overview

Status History

Remove Filing

STEP 1 OF 5

Parties

Incomplete

Continue to add a party. If you need to edit the information, click on the three dots under the Amend column. Note: Appellant/Moving party and Respondent must be entered to proceed with your filing.

1 This filing type has the following party requirements:

- A Filing Party with a role of Appellant must be added to this filing.
- A Responding Party with a role of Respondent must be added to this filing.

Please add a party to continue.

Continue to Add Party(ies)

Back
Return to Overview

Continue
Filing Information

When adding each party, you will complete six steps:

1. Role

Choose the Involvement Type and Role:

- **Filing Party (Appellant or Moving Party)** - REQUIRED
- **Responding Party (Respondent)** - REQUIRED
- **Involved Party (Amicus Curiae, Intervener, etc.)** - IF APPLICABLE

If you are a self-represented litigant, you can use the **Add Myself** checkbox to autofill your details (name, address, and contact) when adding yourself as a party.

Select **Continue** to proceed.

ADD PARTY — SELECT INVOLVEMENT TYPE AND ROLE

Add Party Step 1 of 6

Progress

- 1 Step 1 of 6
Role
- 2 Step 2 of 6
Name
- 3 Step 3 of 6
Address
- 4 Step 4 of 6
Contact
- 5 Step 5 of 6
Representation
- 6 Step 6 of 6
Summary

New Case Filing

Draft 10 minutes ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Select Role

Specify the involvement of the party or participant in the matter you are filing. If the party you are adding is an organization, please use full legal name as shown in the originating proceeding.
* Indicates a required field.

Involvement Type*

☒ **Filing Party**
The "Filing Party" is the person or organization that is initiating or has initiated the proceeding by submitting legal documents to the court.

☐ **Responding Party**
The "Responding Party" is the person or organization who must be served with and respond to these documents.

☐ **Involved Party**
The "Involved Party" is a person or organization who is directly involved or interested in the legal proceeding (e.g., intervener, amicus, etc.).

Role*

You must select an Involvement Type first.

Appellant

☐ **Add Myself**
Select this option if you are not represented by a lawyer and want to use the contact information you provided when creating your user account. This will automatically fill out your contact details and save you time from having to enter them manually.

Continue

Cancel

2. Name

Select the **Party Type** and enter the **party's name** exactly as it appears in the Notice of Appeal.

Common Criminal Appeal Parties Include:

Party	Party Type	Name
Accused	Person	Name of Accused (e.g. John Doe)
Crown (<i>Criminal Code</i> or other statutory offences (e.g. drug offences))	Organization	His Majesty the King
Crown (Extradition)	Organization	Attorney General of Canada
Crown (Ontario Review Board)	Organization	Attorney General of Ontario
Hospitals (Ontario Review Board)	Organization	Name of hospital (e.g. Center for Addiction and Mental Health)

ENTER PARTY NAME — ACCUSED EXAMPLE

Add Party Step 2 of 6

Progress

- Step 1 of 6 Role
- Step 2 of 6 Name**
- Step 3 of 6 Address
- Step 4 of 6 Contact
- Step 5 of 6 Representation
- Step 6 of 6 Summary

New Case Filing

Draft 10 minutes ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Enter Name

Please select whether you are adding a person or an organization by using the drop-down menu and provide their relevant information. If the individual or organization is known by another name, you may also enter alias information.
* Indicates a required field.

Type*

☒ Person

☐ Organization / Business

Name

First Name*

Drew

Middle Name

Last Name*

Lipsky

Prefix

Dr

Suffix

Alias

Alias Type

Select a type...

Alias Name

Continue Back Cancel

ENTER PARTY NAME — CROWN EXAMPLE

Add Party Step 2 of 6

Progress

- ✓ Step 1 of 6
Role
- 2 Step 2 of 6
Name
- 3 Step 3 of 6
Address
- 4 Step 4 of 6
Contact
- 5 Step 5 of 6
Representation
- 6 Step 6 of 6
Summary

Enter Name

Please select whether you are adding a person or an organization by using the drop-down menu and provide their relevant information. If the individual or organization is known by another name, you may also enter alias information.
* Indicates a required field.

Type*

☐ Person

☒ Organization / Business

Name

Organization Name*

His Majesty the King

Alias

Alias Type	Alias Name
Select a type... ▼	

Continue Back Cancel

New Case Filing

Draft 51 minutes ago

Court

Court of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor
Criminal Appeal (Form 12) OBP

Select **Continue** after adding the party's name.

3. Address

Enter the party's **Address** for service.

If the party is represented by a lawyer, enter the lawyer's address for service. For the Crown, use the **official address and service email** (see [Appendix B](#)).

Select **Continue**.

ENTER ADDRESS FOR SERVICE

Add Party Step 3 of 6

Progress

- ✓ Step 1 of 6
Role
- ✓ Step 2 of 6
Name
- 3 Step 3 of 6
Address**
- 4 Step 4 of 6
Contact
- 5 Step 5 of 6
Representation
- 6 Step 6 of 6
Summary

New Case Filing

Draft 10 minutes ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Enter Address

Please enter an address for correspondence in this matter. If the party is self-represented, enter the party's address. If the party is represented by a lawyer, enter the lawyer's address.
* Indicates a required field.

Address

Address Line 1*

123 Example Street

Address Line 2

Show More Address Lines

Country*

Canada

City*

Toronto

Province/State*

Ontario

Postal Code/Zip Code*

M1A 2B3

Continue

Back

Cancel

4. Contact Information

Enter the party's **Contact Phone Number and Email Address** for service.

If the party is represented by a lawyer, enter the lawyer's telephone number and email address for service. For the Crown, use the **official address and service email** (see [Appendix B](#)).

Select **Continue**.

ENTER CONTACT INFORMATION FOR PARTY OR LAWYER

Add Party Step 4 of 6

Progress

- ✓ Step 1 of 6
Role
- ✓ Step 2 of 6
Name
- ✓ Step 3 of 6
Address
- 4 Step 4 of 6
Contact**
- 5 Step 5 of 6
Representation
- 6 Step 6 of 6
Summary

New Case Filing

Draft 10 minutes ago

Court

Court of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Enter Contact Information

Please enter the party's phone number and email address. If the party is self-represented, enter the party's phone number and email. If the party is represented by a lawyer, enter the lawyer's phone number and email.

* Indicates a required field.

Contact Phone Country*

Canada +1

Contact Phone Number*

(Format: 123-456-7890)

1234567890

Email Address*

jordansmith@jsassociates.ca

Continue

Back

Cancel

5. Representation

Indicate whether the party has a lawyer by selecting one of the following options:

a. I am representing this party

Choose this option if you are the lawyer filing the appeal and you represent the party you are adding.

b. This party is represented by a lawyer

Choose this option if the party has a lawyer.

Next steps:

1. Select **Search for existing lawyer** as the **Representation Search Type**.
2. Select **Select Attorney** to search for the lawyer in the system using:

- First/Last Name, or
- Law Society Number (LSO #)

ADD REPRESENTATION DETAILS — SELECT LAWYER

Add Party Step 5 of 6

Progress

- ✓ Step 1 of 6
Role
- ✓ Step 2 of 6
Name
- ✓ Step 3 of 6
Address
- ✓ Step 4 of 6
Contact
- 5 Step 5 of 6
Representation**
- 6 Step 6 of 6
Summary

Representation Details

Specify whether the party has legal representation. If represented, you can search for a lawyer by entering their Law Society Number. The Additional Resources Tab on the home page provides a link to the Law Society's website to obtain this information.
* Indicates a required field.

Does this party have representation?*

☐ I am representing this party
☒ This party is represented by a lawyer
☐ This party is self-represented
☐ Not Applicable

Representation Search Type*

☒ Search for existing lawyer
☐ Search for existing legal organization
☐ Add new representation information

Lawyer

Selected Attorney*

Select Attorney

Continue Back Cancel

New Case Filing

Draft 10 minutes ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

If the lawyer does not appear in the search results:

- Select **Add New Representation Information** to create an index entry for the lawyer.
- Enter LSO number, name, address, and contact.
- The Court will review and approve it.

Note: Only **Lawyer Users** and **Organization Administrator Users** can create new representation entries.

c. This party is self-represented

Choose this option if the party does not have a lawyer.

d. Not Applicable

Choose this option only if the representation status of a party is not yet known.

Important Notes When Adding the Legal Representation for the Crown:

For Crown parties:

- Always select **This party is represented by a lawyer**, then **Search for existing legal organization**
- Next select **Select Legal Organization** and choose the appropriate Crown office:
 - Crown Law Office – Criminal (Provincial Crown)
 - Public Prosecution Service of Canada (Federal Crown)
 - Attorney General of Canada (Extradition)

If you are unsure which legal organization to choose, please select: **“Crown Law Office – Criminal”**.

Select **Continue** after adding the Representation Details.

6. Summary

Confirm the details in the **Summary**, then select **Finish**. To add another party, select the **Add Another Party** before finishing.

ADD PARTY SUMMARY — ACCUSED EXAMPLE

Add Party Step 6 of 6

Progress

- ✓ Step 1 of 6
Role
- ✓ Step 2 of 6
Name
- ✓ Step 3 of 6
Address
- ✓ Step 4 of 6
Contact
- ✓ Step 5 of 6
Representation
- 6 Step 6 of 6
Summary**

Summary

Please review the summary information for the party. You may edit the information by selecting the tab you want to change. Click Finish if the information is accurate and you are ready to add the party.
* Indicates a required field.

Role	Appellant
Name	Dr Drew Lipsky
Address	123 Example Street Toronto Ontario M1A 2B3
Contact Phone	+1 1234567890
Email Address	jordansmith@jsassociates.ca
Representation	Smith, Jordan

☐ Add Another Party

Finish
Back
Cancel

Follow the steps outlined above to add the opposing party or any remaining parties.

Add Additional Representation Details

To add another lawyer for a party, select the **Actions** menu (three dots)  in the Parties table.

Select **Edit** from the dropdown.

EDIT PARTY REPRESENTATION DETAILS

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft

 11 hours ago
 Court
 Court of Appeal
 Case Location
 Court of Appeal for Ontario
 Case Classification
 Appeal Criminal - Solicitor - Appeal - Criminal
 Lead Document
 Notice - Notice of Appeal
 Reference Name
 Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File
 Reference Number
 976D-61FB-2482-69CA

Return to Overview

Status History

Remove Filing

Continue

Complete

STEP 1 OF 5
Parties
 Continue to add a party. If you need to edit the information, click on the three dots under the Amend column. Note: Appellant/Moving party and Respondent must be entered to proceed with your filing.

Name	Role	Address	Representation	eService Eligible	Amend
His Majesty the King	Respondent	Ministry of the Attorney General 8th Floor 720 Bay Street Toronto Ontario M7A 2S9	Crown Law Office - Criminal		...
Lipsky, Drew, Dr	Appellant	123 Example Street Toronto Ontario M1A 2B3	Smith, Jordan	✓	... Edit Remove

Continue to Add Party(ies)

<

Back

Return to Overview

Continue
 Filing Information

>

Select **Add Representation**.

After adding the new representation details, select **Save**.

Repeat these steps as needed to include all representation details for the party.

Select **Back to Parties** to return to the **Parties** page.

EDIT PARTY — UPDATE INFORMATION OR REPRESENTATION

Edit Party Dr Drew Lipsky

Edit Party

Make changes to this party's information, including adding or removing representation.

Role Appellant



Name Dr Drew Lipsky



Address 123 Example Street
Toronto Ontario M1A 2B3



Contact +1 1234567890
jordansmith@jsassociates.ca



Representation Smith, Jordan



[Back to Parties](#)

[Add Representation](#)

Select **Continue Filing Information** to proceed to the next step in managing the filing.

PARTIES ADDED — CONTINUE TO NEXT STEP

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 11 hours ago

Court

Court of Appeal

Case Location

Court of Appeal for Ontario

Case Classification

Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document

Notice - Notice of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number

976D-61FB-2482-69CA

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

STEP 1 OF 5

Parties

Continue to add a party. If you need to edit the information, click on the three dots under the Amend column. Note: Appellant/Moving party and Respondent must be entered to proceed with your filing.

Name	Role	Address	Representation	eService Eligible	Amend
His Majesty the King	Respondent	Ministry of the Attorney General 8th Floor 720 Bay Street Toronto Ontario M7A 2S9	Crown Law Office - Criminal		...
Lipsky, Drew, Dr	Appellant	123 Example Street Toronto Ontario M1A 2B3	Mitchell Partners LLP Smith, Jordan	✓	...

[Continue to Add Party\(ies\)](#)

[Back](#)
Return to Overview

[Continue](#)
Filing Information

Step 2 – Filing Information

Select **Add Filing Information**.

FILING INFORMATION PAGE

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D-61FB-2482-69CA

Return to Overview

Status History

Remove Filing

STEP 2 OF 5 **Filing Information** Incomplete

If you are satisfied with the information you have entered, click on the Continue button. If you need to make changes, click on the Edit button.

Required filing information is missing. Please add the required information to continue.

Add Filing Information

< Back Parties

Continue Originating Court >

Most fields in the **Edit Filing Information** page are optional unless required. If no further information is needed, simply select **Save** to continue.

If applicable, you can make the following updates in this section:

- Update the document **Reference Name**
- Add **Comments** for the Court
- Mark the filing as **Urgent** (non-originating motions only)
- Mark the filing as **Confidential Filing**

Urgent filings:

A filing is considered urgent only if the matter is scheduled for **hearing within the next three weeks**. Do **not** mark a **new appeal** or **originating motion** as urgent because the filing deadline is approaching. Filing deadlines are satisfied as of the Portal's **SUBMITTED** timestamp: see [S. II.D\(d\)](#) of the *General Practice Direction*.

To flag the filing:

1. Select the Urgent checkbox.

2. Use the **Comments** field to provide the hearing date or briefly explain why the filing is urgent.

Confidential Filing:

A filing can be marked as confidential if it relates to a matter that is subject to a confidentiality order (i.e., a sealing order or non-publication order).

To flag the filing:

1. Select the **Sealed/Restricted** checkbox.
2. In the **Comments** field, include the **specific court order or legislative authority** that requires confidentiality.

Note: Selecting this option has no legal effect. If a party is seeking to restrict public access to all or part of a court record, they must follow the applicable process to obtain a confidentiality order.

After entering any information, select **Save** to proceed.

After saving, select **Continue Originating Court** to proceed to the next step in managing the filing.

FILING INFORMATION SAVED — CONTINUE

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D-61FB-2482-69CA

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

STEP 2 OF 5

Filing Information

If you are satisfied with the information you have entered, click on the Continue button. If you need to make changes, click on the Edit button.

Filed on Behalf of	Dr Drew Lipsky
Reference Name	Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File
Emergency	No

[Edit](#)

[< Back Parties](#)

[Continue Originating Court >](#)

Step 3 – Originating Court

Select **Add Originating Court Case**.

ORIGINATING COURT PAGE

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D-61FB-2482-69CA

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

STEP 3 OF 5

Originating Court

Please add information about the originating court proceeding.

Originating Court information is optional for this filing. You may enter this information now or continue to the next step.

Add Originating Court Case

[Back](#)
Filing Information

[Continue](#)
Documents

You will complete four steps:

1. Case

Choose the **Originating Court** using the dropdown and enter the originating court **Case Number**. All other fields are optional and should be provided if the information is available.

Select **Continue** to proceed.

ENTER ORIGINATING COURT AND CASE NUMBER

Add Originating Court Case Step 1 of 4

Progress

- 1 Step 1 of 4
Case
- 2 Step 2 of 4
Details
- 3 Step 3 of 4
Judgments
- 4 Step 4 of 4
Summary

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Enter Case Information

Please provide information in mandatory fields.
* Indicates a required field.

Originating Court*

Toronto - Superior Court of Justice - 361 University Avenue

Case Number*

CR-26-0000

Case Title

Case Type

County

Select a county...

Related Case Number

Add Related Case Number

Continue

Cancel

2. Details

Add **Additional Case Details** (optional).

OPTIONAL ADDITIONAL CASE DETAILS

Add Originating Court Case Step 2 of 4

Progress

- ✓ Step 1 of 4
Case
- 2 Step 2 of 4**
Details
- ③ Step 3 of 4
Judgments
- ④ Step 4 of 4
Summary

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Enter Additional Case Details

Enter the additional details about the case that is related to your filing.
* Indicates a required field.

Department

Court Reporter

Disposition Type

Disposition Method

Notice Of Appeal Date

(Format: DD/MM/YYYY)



Comments

Continue

Back

Cancel

3. Judgments

Enter the name of the **Judge or Decision-Maker** whose decision is being appealed and the **Judgment Date**.

ENTER JUDGE/DECISION-MAKER AND JUDGEMENT DATE

Add Originating Court Case Step 3 of 4

Progress

- ✓ Step 1 of 4
Case
- ✓ Step 2 of 4
Details
- 3 Step 3 of 4
Judgments**
- 4 Step 4 of 4
Summary

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Enter Judgment Details

Provide details about the judgment being appealed, as this information is essential to process the filing.

* Indicates a required field.

Judgment

Judge

Justice Williams

Judgment Type

Select a type...

Judgment Date

(Format: DD/MM/YYYY)

24/02/2026



Add Another Judgment

Continue

Back

Cancel

4. Summary

Confirm the **Summary** and select **Finish**.

SUMMARY OF DETAILS

Add Originating Court Case Step 4 of 4

Progress

- ✓ Step 1 of 4
Case
- ✓ Step 2 of 4
Details
- ✓ Step 3 of 4
Judgments
- 4 Step 4 of 4
Summary**

Summary

Review the summary of the originating court information. If accurate, select 'Finish'.

Originating Court Toronto - Superior Court of Justice - 361 University Avenue

Case Number CR-26-0000

Judgments Justice Williams

24/02/2026

Finish

Back

Cancel

If your filing involves more than one level of court (e.g. Summary Conviction appeals), select Add Originating Court Case to add the additional judgement details related to the same case.

If no other originating court information is applicable, select **Continue Documents**.

ORIGINATING COURT ADDED — CONTINUE TO NEXT STEP

Manage Filing

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft

11 hours ago

Court

Court of Appeal

Case Location

Court of Appeal for Ontario

Case Classification

Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document

Notice - Notice of Appeal

Reference Name

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number

976D-61FB-2482-69CA

Return to Overview

Status History

Remove Filing

STEP 3 OF 5

Originating Court

Please add information about the originating court proceeding.

Complete

Originating Court	Case Number	Case Title	Judgments	Amend
Toronto - Superior Court of Justice - 361 University Avenue	CR-26-0000		Justice Williams 24/02/2026	...

Add Originating Court Case

< Back

Filing Information

Continue Documents

>

Step 4 – Documents

An **Affidavit of Service** entry is automatically added to your filing submission.

If service is required for filing, you may upload to the “Affidavit of Service” entry any acceptable proof of service as provided in [Rule 7](#) of the *Criminal Appeal Rules*.

If service is **not** required for filing (see [Rule 7\(2\)](#) of the *Criminal Appeal Rules*), you may re-upload your Notice of Appeal or upload a blank document to the “Affidavit of Service” entry.⁴

Review Required Entries

Select **Review** in the **Amend** column.

⁴ In a future iteration of the Portal application, this requirement will be removed where an affidavit of service is not required.

DOCUMENTS STEP SHOWING ENTRIES

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 11 hours ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D-61FB-2482-69CA

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

STEP 4 OF 5 Incomplete

Documents

Click on the "Add Additional Documents" button to submit more documents. Bail applications and non-originating motions must be submitted as new filings and cannot be filed as additional documents. Please note your filing will be rejected if Proof of Service is not provided.

i All Docket Entries must be reviewed before you can continue. During review you can edit docket entry details and attach documents.

Lead	Type	Documents	Filing Fees	Amend
✓	Notice - Notice of Appeal		\$ 0.00	Review
	Document - Affidavit of Service		\$ 0.00	Review

[Add Additional Documents](#)

[Back](#)
Originating Court

[Continue](#)
Summary

In **Review Entry**, you must:

- Update the **document name** in accordance with the Court's [Naming Conventions for Electronic Documents](#)

In **Review Entry**, you may:

- Add **comments to the Court**
- Select the reason a document has **Sealed/Restricted** status
- **Upload the document**

Select **Save** to proceed.

REVIEW AND UPLOAD REQUIRED DOCUMENTS

Review Docket Entry Notice - Notice of Appeal

Docket Entry

Please note that the Type for this Docket Entry has already been selected and cannot be modified. Use this form to provide information about the document you are filing and upload the corresponding electronic file. You will subsequently be able to upload additional documents and add associated docket entry documents as necessary.

* Indicates a required field.

Type Information

Type

This value is read-only. Once a docket entry has been created its type cannot be changed.

Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA App

Document Information

Document Name*

Input the name of the document you are uploading to submit as part of your filing.

Notice - Notice of Appeal

Sealed/Restricted

If the document is sealed/restricted, select the reason why. Please add details in the comment box above and, if you have not already done so, upload the relevant court order (under the Name "Restricted Access Order (Sealing/Non-Publication Order)").

Select a reason...

Comments

Please provide any comments for court staff about the document. If the document needs to be filed on an expedited basis, please provide details.

File*

Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

Choose File form-12-notice-of-appeal-en.docx

[View Acceptable File Types](#)

Save

Cancel

Add Additional Documents

To add more documents to the filing submission, select **Add Additional Documents**.

DOCUMENTS PAGE — ADD ADDITIONAL DOCUMENTS

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 12 hours ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D-61FB-2482-69CA

Return to Overview

Status History

Remove Filing

STEP 4 OF 5

Documents

Click on the "Add Additional Documents" button to submit more documents. Bail applications and non-originating motions must be submitted as new filings and cannot be filed as additional documents. Please note your filing will be rejected if Proof of Service is not provided.

Lead	Type	Documents	Filing Fees	Amend
✓	Notice - Notice of Appeal	Notice - Notice of Appeal	\$ 0.00	...
	Document - Affidavit of Service	Document - Affidavit of Service	\$ 0.00	...

Add Additional Documents

< Back
Originating Court

Continue >
Summary

You will complete three steps:

1. Type

Choose the document for filing from the list or type the document name to search for it, then select **Continue**.

Add Documents Step 1 of 3

Progress

1 Step 1 of 3

Type

2 Step 2 of 3

Document

3 Step 3 of 3

Summary

New Case Filing

Draft 12 hours ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Select Type

Review and confirm or select the filing you wish to submit and click on next.

* Indicates a required field.

Search Criteria

Keyword(s)

requisition

Search

Reset

Type*

☒ Lower Court Requisition (Criminal) [Form 8]

A request made to the originating court in a criminal proceeding for original papers and exhibits to be forwarded to the Court of Appeal for hearing purposes.

☐ Requisition for Order (Civil) [Form 4E]

Document filed together with a draft order to request the registrar issue and enter an order.

(Showing 1 to 2 of 2)

Page 1 of 1

Go to page

Items per page

< Previous

Next >

Go

10



Continue

Cancel

2. Document

Enter any necessary information, then upload the document.

Select **Continue**.

ADD ADDITIONAL DOCUMENT — UPLOAD AND COMPLETE DETAILS

Add Documents Step 2 of 3

Progress

- Step 1 of 3
Type
- Step 2 of 3
Document**
- Step 3 of 3
Summary

New Case Filing

Draft 12 hours ago

Court
Court of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor
- Criminal Appeal [Form 12], ORB
Appeal [Form 21] or POA Appeal
[Form 4] - Lipsky File

Document Information

Provide information about and upload the document. You will subsequently be able to upload additional documents and add associated entries.
* Indicates a required field.

Document Name*
Input the name of the document you are uploading to submit as part of your filing.

Document - Lower Court Requisition (Criminal - Form 8)

Sealed/Restricted
If the document is sealed/restricted, select the reason why. Please add details in the comment box above and, if you have not already done so, upload the relevant court order (under the Name "Restricted Access Order (Sealing/Non-Publication Order)").

Select a reason...

Comments
Please provide any comments for court staff about the document. If the document needs to be filed on an expedited basis, please provide details.

File*
Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

Choose File No file chosen

[View Acceptable File Types](#)

[Continue](#) [Back](#) [Cancel](#)

3. Summary

Confirm the **Summary**, then select **Finish**.

SUMMARY OF ADDED ADDITIONAL DOCUMENT

Add Documents Step 3 of 3

Progress

- Step 1 of 3
Type
- Step 2 of 3
Document
- Step 3 of 3
Summary**

Summary

Review the summary information for the document. Click "Finish" if the information is accurate. If corrections are required, please click "Back".

Type Document - Lower Court Requisition (Criminal - Form 8)
Document [Document - Lower Court Requisition \(Criminal - Form 8\)](#)

[Finish](#) [Back](#) [Cancel](#)

Select **Continue Summary** to proceed to the final step in managing the filing.

RETURN TO THE DOCUMENTS PAGE

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 12 hours ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D-61FB-2482-69CA

Return to Overview

Status History

Remove Filing

STEP 4 OF 5

Documents

Click on the "Add Additional Documents" button to submit more documents. Bail applications and non-originating motions must be submitted as new filings and cannot be filed as additional documents. Please note your filing will be rejected if Proof of Service is not provided.

Lead	Type	Documents	Filing Fees	Amend
✓	Notice - Notice of Appeal	Notice - Notice of Appeal	\$ 0.00	...
	Document - Affidavit of Service	Document - Affidavit of Service	\$ 0.00	...
	Document - Lower Court Requisition (Criminal - Form 8)	Document - Lower Court Requisition (Criminal - Form 8)	\$ 0.00	...

Add Additional Documents

< Back
Originating Court

Continue Summary >

Step 5 – Summary

Review your Summary page. If correct, select **Submit Filing Send to Court**, then **Submit** in the confirmation overlay.

FINAL REVIEW OF THE FILING PACKAGE

Manage Filing Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

New Case Filing

Draft 1 day ago

Court
Court of Appeal

Case Location
Court of Appeal for Ontario

Case Classification
Appeal Criminal - Solicitor - Appeal - Criminal

Lead Document
Notice - Notice of Appeal

Reference Name
Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File

Reference Number
976D 61FB 2482 69CA

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

STEP 5 OF 5 Summary

Complete

Review the summary information for the filing. Click Submit.

Filing Information

Court Court of Appeal

Case Location Court of Appeal for Ontario
130 Queen St. West
Toronto Ontario M5H 2N5

Case Classification Appeal Criminal - Solicitor - Appeal - Criminal

Filed on Behalf of Dr Drew Lipsky

Emergency No

Reference Number 976D 61FB 2482 69CA

Parties

Name	Role	Address	Representation
His Majesty the King	Respondent	Ministry of the Attorney General 8th Floor 720 Bay Street Toronto Ontario M7A 2S9	Crown Law Office - Criminal
Lipsky, Drew, Dr	Appellant	123 Example Street Toronto Ontario M1A 2B3	Smith, Jordan Mitchell Partners LLP

Originating Court Cases

Originating Court	Case Number	Case Title	Judgments
Toronto - Superior Court of Justice - 361 University Avenue	CR-26-0000		Justice Williams 24/02/2026

Documents

Lead	Type	Documents	Official Documents	Filing Fees
✓	Notice - Notice of Appeal	Notice - Notice of Appeal		\$ 0.00
	Document - Affidavit of Service	Document - Affidavit of Service		\$ 0.00
	Document - Lower Court Requisition (Criminal - Form 8)	Document - Lower Court Requisition (Criminal - Form 8)		\$ 0.00

[Back Documents](#)

[Submit Filing Send to Court](#)

Appendix A – Tips for finding the correct notice for your new appeal or originating motion

Types of Notice of Appeals

Appellant Type	Appeal Type	Filing Type
Inmate	Criminal	Notice of Appeal (Criminal) - Inmate - Criminal Appeal [Form 20]
	Ontario Review Board	Notice of Appeal (Criminal) - Inmate - ORB Appeal [Form 21]
Unrepresented Person (non-inmate)	Criminal	Notice of Appeal (Criminal) - Unrepresented Person (Non-Inmate) - Criminal Appeal [Form 12] or ORB Appeal [Form 21]
	Ontario Review Board	Notice of Appeal (Criminal) - Unrepresented Person (Non-Inmate) - Criminal Appeal [Form 12] or ORB Appeal [Form 21]
Solicitor	Criminal	Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4]
	Ontario Review Board	Notice of Appeal (Civil) - Family CYFSA (Child, Youth and Family Services Act) [Form 61A.2]

Types of Originating Notice of Motions

Moving Party Type	Motion Type	Filing Type
Inmate	Leave to Appeal (Summary Conviction)	Notice of Motion (Criminal) - Inmate - Originating Application for Leave to Appeal or Motion for Review [Form 11/Form 20 (Criminal) or Form 2 (POA)]
	Other Originating Motions (e.g. s. 680 review)	Notice of Motion (Criminal) - Inmate - Originating Application for Leave to Appeal or Motion for Review [Form 11/Form 20 (Criminal) or Form 2 (POA)]
Unrepresented Person (non-inmate)	Leave to Appeal (Summary Conviction)	Notice of Motion (Criminal) - Unrepresented Person (Non-Inmate) - Originating Motion for Leave to Appeal (Summary Conviction) [Form 12]

	Extension of Time to File Notice of Appeal	Notice of Motion (Criminal) - Unrepresented Person (Non-Inmate) - Originating Motion for Extension of Time [Form 11]
	Other Originating Motions (e.g. s. 680 review)	Notice of Motion (Criminal) - Unrepresented Person (Non-Inmate) - Other Originating Motion [Form 11 or Form 12]
Solicitor	Leave to Appeal (Summary Conviction)	Notice of Motion (Criminal) - Solicitor - Originating Motion for Leave to Appeal (Summary Conviction) [Form 12]
	Extension of Time to File Notice of Appeal	Notice of Motion (Criminal) - Solicitor - Originating Motion for Extension of Time [Form 11 (Criminal) or Form 61M (POA)]
	Other Originating Motions (e.g. s. 680 review)	Notice of Motion (Criminal) - Solicitor - Other Originating Motion [Form 11 or Form 12]

Appendix B – Crown Party Information

Crown Names to Use in the Portal

Type of Appeal	Party Name	Party Type	Legal Organization
Criminal offences prosecuted by the Provincial Crown	His Majesty the King	Organization	Crown Law Office – Criminal
Criminal offences prosecuted by the Federal Crown (e.g. drug offences)	His Majesty the King	Organization	Public Prosecution Service of Canada
Ontario Review Board Appeals	Attorney General of Ontario	Organization	Crown Law Office – Criminal
Extradition Appeals	Attorney General of Canada	Organization	Attorney General of Canada

Crown Service Addresses & Emails

Legal Organization Name	Address	Telephone	Email
Crown Law Office – Criminal	Ministry of the Attorney General 10 th Floor 720 Bay Street Toronto, Ontario M7A 2S9	416-326-4600	EserviceCLOC@ontario.ca
Public Prosecution Service of Canada	Ontario Region – Toronto 130 King Street W., Suite 2400 P.O. Box 340 Toronto, Ontario M5X 2A2	416-952-0812	ppscoru@ppsc-sppc.gc.ca
Attorney General of Canada	Ontario Regional Office Department of Justice Canada 120 Adelaide Street West Suite #400 Toronto, Ontario M5H 1T1	416-973-0942	AGC_PGC_TORONTO.LEAD-DCECJ@JUSTICE.GC.CA