



# Ontario Court of Appeal Public Portal

User Guide

Ministry of the Attorney General

## Revision History

The content in this User Guide is subject to change and may be updated as the portal continues to evolve. For the most accurate and up-to-date information, please refer to the online version rather than a printed copy.

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

Below are the most recent updates to the User Guide. Our team welcomes your feedback and is committed to keeping this guide clear, accurate, and helpful for all users. To share feedback, contact [COAPublicPortal@ontario.ca](mailto:COAPublicPortal@ontario.ca).

To stay informed of important updates to the Ontario Court of Appeal Public Portal, visit the **Announcements** page through the left navigation menu of the portal.

Date	Document Version	Updated By	Public Portal Version	Summary of Changes
April 9, 2026	1.0		4.0	Original Document

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# 1 General Information

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## 1.1 Introduction

The Ontario Court of Appeal Public Portal is an online platform that gives users a convenient way to interact with certain Court of Appeal for Ontario (COA) services. Through the portal, users can file new cases, upload documents to existing cases, view upcoming hearing dates, and pay fees. The portal also provides 24/7 access to certain publicly available court information.

This User Guide explains how to use the portal's key features – whether you are signing in for the first time, filing documents, or simply looking up case information. Each section includes clear steps and tips to help you navigate the portal with confidence.

### Support Services

The Ministry of the Attorney General's Digital Solutions Portfolio Branch offers support to counsel and self-represented litigants with inquiries.

For questions about the portal, contact the Ministry of the Attorney General's Court Services Division Contact Centre:

[COAPublicPortal@ontario.ca](mailto:COAPublicPortal@ontario.ca)

Tel: 647-438-0403

Toll-free: 1-800-980-4962

TTY: 416-368-4202

Toll-free TTY: 1-833-820-0714

If you have questions about a case, [contact the Court of Appeal for Ontario](#).

## 1.2 Login/Register

The portal can be used in a limited capacity without creating an account. Users without an account can view recent portal announcements, access training resources and links to additional Court recourses, and perform searches for Court of Appeal cases. Registering for an account gives you access to additional features such as requesting case access, viewing more detailed case information, filing case documents, and receiving notifications.

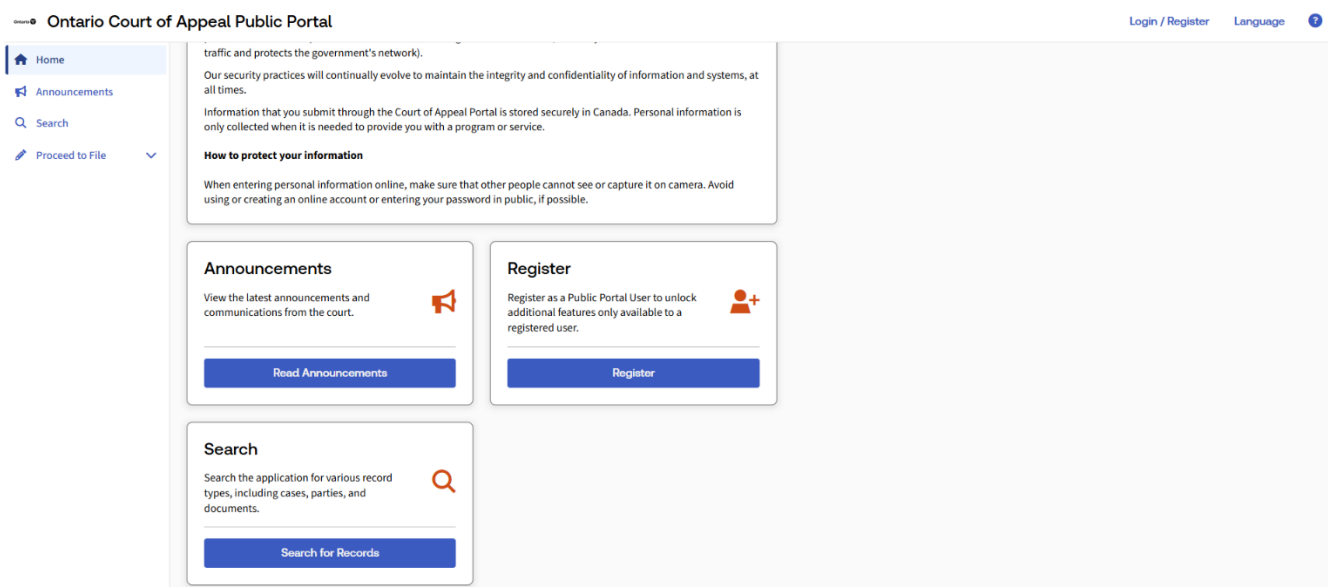
### Registration Requirements

To login or register for a portal account, you will need:

- A **Ontario.ca Account**
- A **mailing address**
- An **email address**
- A **telephone number**
- A **request letter** on firm or organization letterhead outlining the reason for the request and contact information (*required only for Lawyer and Organization Administrator accounts*)

You can begin by selecting **Login/Register** in the top banner or **Register** on the Home Page.

#### PORTAL HOME PAGE – STARTING THE REGISTRATION PROCESS



The screenshot shows the Ontario Court of Appeal Public Portal Home Page. At the top, there is a navigation bar with "Ontario Court of Appeal Public Portal" on the left and "Login / Register" and "Language" on the right. A left-hand navigation menu includes "Home", "Announcements", "Search", and "Proceed to File". The main content area features a security notice, a "How to protect your information" section, and three primary action buttons: "Read Announcements", "Register", and "Search for Records".

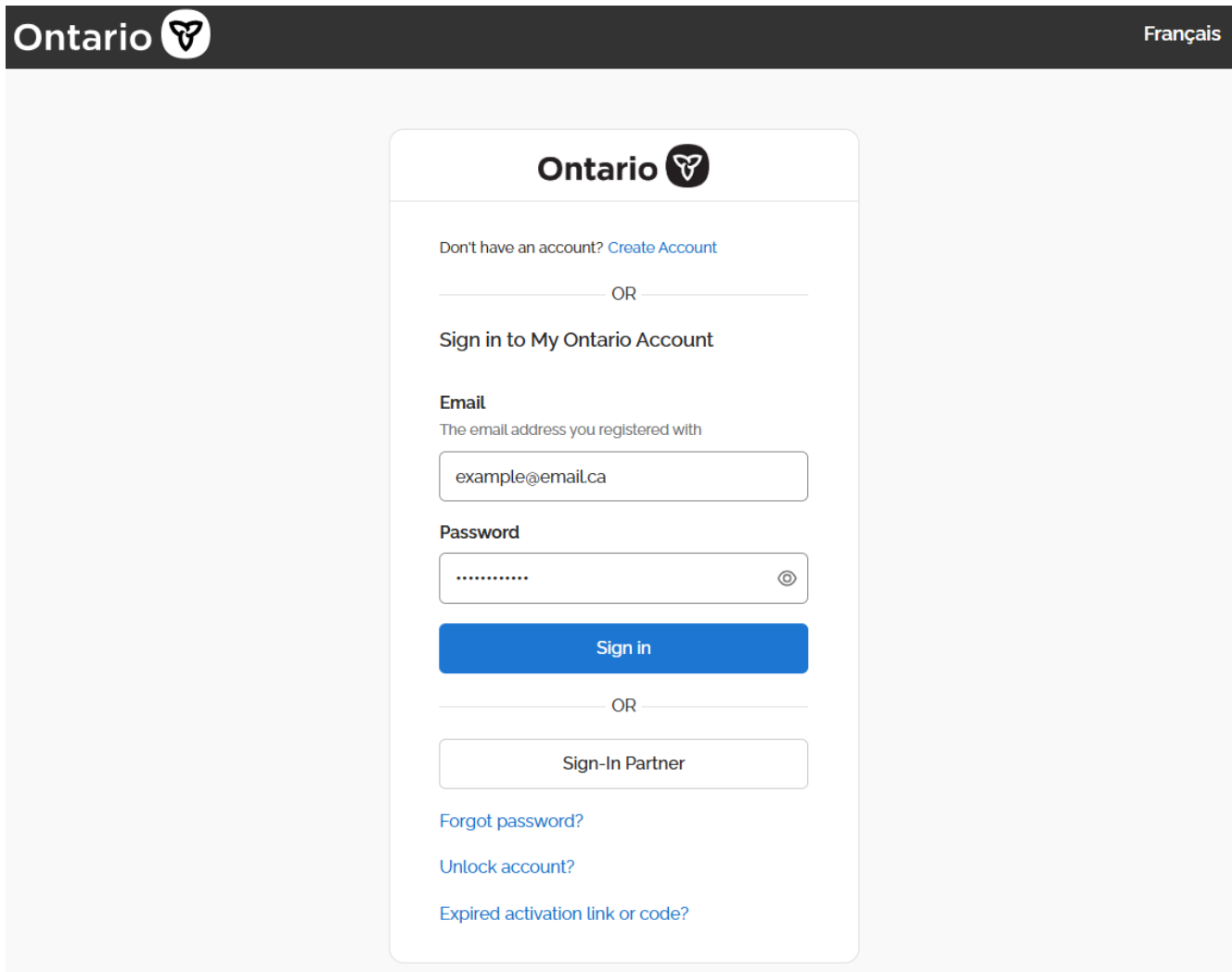
### Sign In

After selecting **Login/Register**, you will be redirected to the Government of Ontario sign-in page. You can sign in using an existing **Ontario.ca Account** or **Sign-In Partner Interac®** service.

### 1. Sign in with an existing Ontario.ca Account

If you already have a Ontario.ca Account, enter your email and password to sign in.

#### ONTARIO.CA ACCOUNT SIGN-IN PAGE



After signing in, you will be taken to the **Welcome Page** to complete your portal account setup (see the [Complete Your Portal Account](#) section for further instructions).

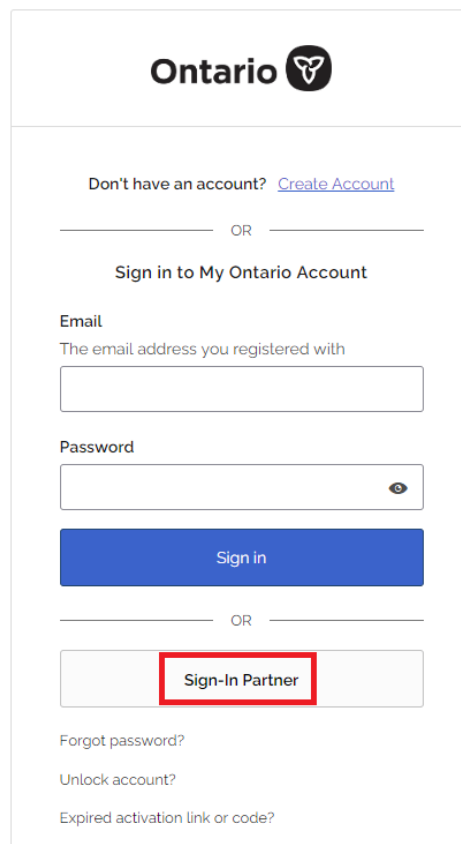
### 2. Sign in with Sign-In Partner Interac®

You may also sign in using your online banking credentials through the secure Sign-In Partner *Interac*® service. Sign-In Partner Interac® sign-in service is a secure, private, and convenient way to sign in to online government services. No passwords or personal information are shared with the Court, the Government of Ontario, or your bank. For information about Sign-In Partner *Interac*® sign-in service, visit [Help | Ontario.ca Account](#).

### Steps for using Sign-In Partner:

- Select **Sign-In Partner**.

#### ONTARIO.CA ACCOUNT SIGN-IN PAGE

The image shows the main sign-in form on the Ontario.ca Account Sign-in page. It features the Ontario logo at the top. Below the logo, there is a link "Don't have an account? [Create Account](#)". A horizontal line with "OR" in the center separates this from the sign-in section. The sign-in section is titled "Sign in to My Ontario Account". It contains two input fields: "Email" (with the subtext "The email address you registered with") and "Password" (with an eye icon for visibility). Below these fields is a blue "Sign in" button. Another horizontal line with "OR" in the center separates this from the "Sign-In Partner" button, which is highlighted with a red border. At the bottom of the form, there are three links: "Forgot password?", "Unlock account?", and "Expired activation link or code?".

- Select your preferred language.

## INTERAC® SIGN-IN SERVICE – LANGUAGE SELECTION PAGE

**Interac® sign-in service**

**Please select language**

The *Interac®* sign-in service lets you access an online service by using a "Sign-In Partner" such as your online bank. No passwords or other personally identifiable information is exchanged. The online service name is not disclosed to the Sign-In Partner.

English
Cancel

**Service d'ouverture de session *Interac*™**

**Veillez sélectionner la langue**

Le Service d'ouverture de session *Interac*™ vous permet d'accéder aux services en ligne par l'intermédiaire d'un « partenaire de connexion » tel que votre banque en ligne. Aucun mot de passe ni autre renseignement d'identification personnelle n'est divulgué au service en ligne ou à le Service d'ouverture de session *Interac*™. De même, le nom du service en ligne n'est pas communiqué au partenaire de connexion.

Français
Annuler

- Select your bank and log in using your online banking credentials.

## INTERAC® SIGN-IN SERVICE – SIGN-IN PARTNER SELECTION PAGE

Help   FAQ   Contact Us   Switch My Sign-In Partner   Français   Exit

**Select a Sign-in Partner**

By using the *Interac®* sign-in service to select a Sign-In Partner, you are agreeing to the Terms and Conditions and Privacy Notice of the *Interac®* sign-in service.


**Simple. Convenient. Secure.**

Your privacy is protected

Sign-in partner you choose is not disclosed

No personally identifiable information is exchanged

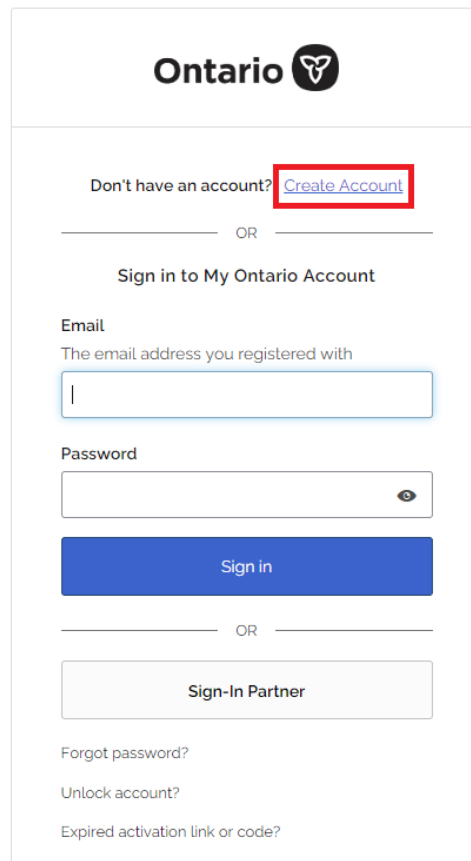
After signing in, you will be redirected to the **Welcome Page**, to complete your portal account setup (see the [Complete Your Portal Account](#) section for further instructions).

## Create a Ontario.ca Account

If you do not have a Ontario.ca Account:


1. Select **Create Account** on the sign-in page.

### ONTARIO.CA ACCOUNT SIGN-IN PAGE

2. Enter your email address and create a password that meets the requirements listed.
3. Review and accept the Terms of Service, then select **Create Account**.

## CREATE ACCOUNT PAGE

**Ontario** 


## Create Account

Email \*

Password requirements:

- ✓ At least 8 characters
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least 1 symbol
- ✓ Does not contain part of username

Password \*

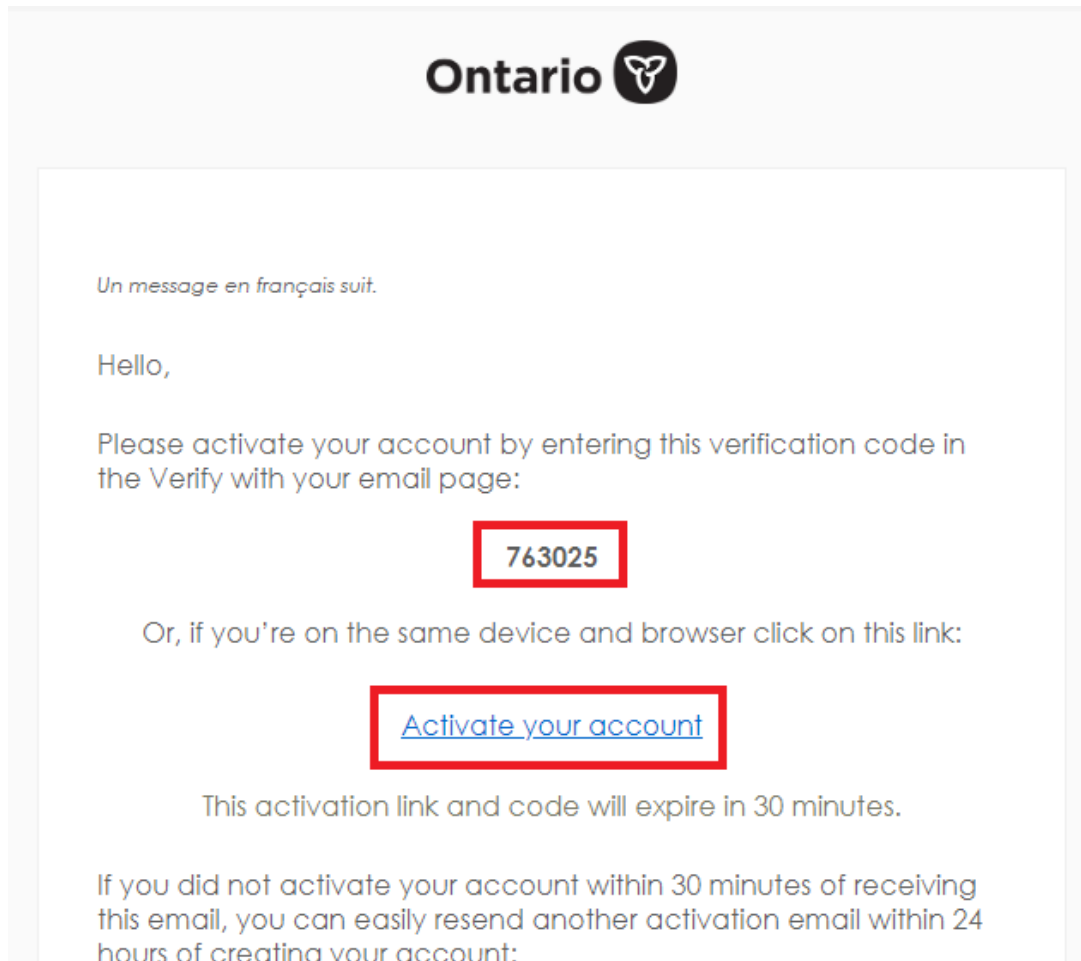
I agree to the [Terms of Service](#)

[Create Account](#)

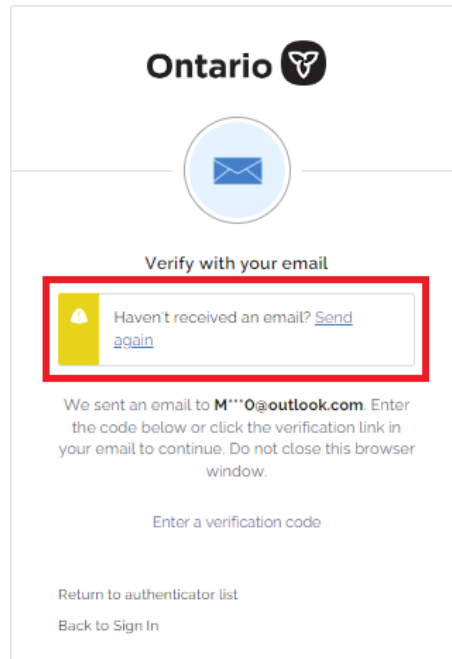
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Already have an account? [Sign In](#)

4. A verification code will be sent to your email. You may either:
- select **Activate your account**, or
  - enter the code on the verification page



If you do not receive the email, select **Send Again** and/or check your junk/spam folder.



After your email is verified, you will be redirected to the **Welcome Page** to complete your portal account setup (see below for further instructions).

## Complete Your Account

*(These steps apply to all new users – whether you signed in using an existing Ontario.ca Account, Sign-In Partner Interac®, or created a new account.)*

1. Enter your first and last name, then select **Save**.

## Welcome, Jordan! Let's finish setting up your user account.

### Enter Name

Add your First Name and Last Name. This is the name associated with your user account which will be displayed in Public Portal including your electronic filings, receipts, and user access requests. Complete this step before moving forward to the User Type section.

\* Indicates a required field.

First Name\*

Middle Name

Last Name\*

Prefix

Suffix

Save

## 2. Choose the **User Type** that best matches your role:

- **Public**

File documents with the court, search basic case information, update and edit their profile and important contact information, and request an additional level of access for specific cases that the user is a party to. Suitable for self-represented litigants, members of the public, and media.

**Note:** Once a public user submits a filing to a case in which they are a party to the case and it has been accepted by the court, public users will not need to request case access to that specified case as it will already be granted.

- **Lawyer**

File documents and access detailed information for cases where you are representing a party, and access basic case-search information. Requires your Law Society of Ontario number and a lawyer request letter on letterhead.

**Note:** Self-represented parties on a case would have the same level of access to filings as a Lawyer on the same specified case.

- **Organization Administration**

Manage portal users within your firm or legal organization. Add or remove users, assign support staff, and manage other organization-wide functions. Requires an organization administrator request letter on firm/legal organization letterhead.

If you do not require additional access, you may skip this step. Your account will default to **Public User**. You can update this information later in your User Profile. For detailed instructions on updating your User Profile, refer to [section 1.3](#) of this user guide.

## USER TYPE SELECTION PAGE

### User Type

If you would like enhanced access within the system please review the user types and choose the one that most closely fits your situation. Otherwise you may skip this step.



#### [Lawyer](#)

Select this option if you are a lawyer and would like to have your account reviewed by the Court. Upon approval of your request you will be provided access to view additional information related to your cases and update your contact profile on file with the Court.



#### [Organization Administrator](#)

Select this option if you are an administrator for an organization such as a law firm. Upon approval of your request, you will be provided access to view additional information related to your organization and manage the members of your organization.



#### [Public](#)


Select this option if you are a general public user and would like additional access to your case(s). Upon approval of your request you will be provided additional information related to your cases and the ability update your contact profile on file with the Court.







**Skip This Step**

You may skip this step if you do not require additional access. You can visit your User Profile if you want to request additional access in the future.

3. Enter your **Address**, then select **Continue**. Self-represented litigants and lawyers should provide their address for service.
4. Enter you **Contact Number**, then select **Continue**.
5. If you selected **Lawyer** or **Organization Administration** as you user type, you will be prompted to provide additional information. Enter the required details and upload the applicable request letter, select **Submit Request**.

## LAWYER USER TYPE REQUEST FORM

 Court of Appeal for Ontario Public Portal

-  Home
-  Announcements New
-  Notifications
-  Search
-  My Work ▼
-  Proceed to File ▼

Welcome, Jordan! Let's finish setting up your user account.

### Lawyer

Please complete the following form which will be used to verify your identity.  
\* Indicates a required field.

**Law Society Province\***

Ontario ▼

**Law Society of Ontario (LSO) Number\***

12345A

**Reference File\***

Please provide a letter requesting reason for access and your current contact information. Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

COAPP Lawyer User Request Letter.docx

**Comments**

ORGANIZATION ADMINISTRATOR REQUEST FORM

## Request Access Organization Administrator

### Organization Administrator

Please complete the following form which will be used to verify your identity.  
 \* Indicates a required field.

**Organization Selection**

Search for an existing Legal Organization or Agency

Submit a request for a new Legal Organization or Agency

---

**Organization**

Selected Organization\*

Smith & Associates LLP

Select Organization

---

**Reference File\***

Please provide a letter requesting reason for access and your current contact information. Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

Choose File COAPP Organization Administrator User Request Letter.docx

View Acceptable File Types

---

**Comments**

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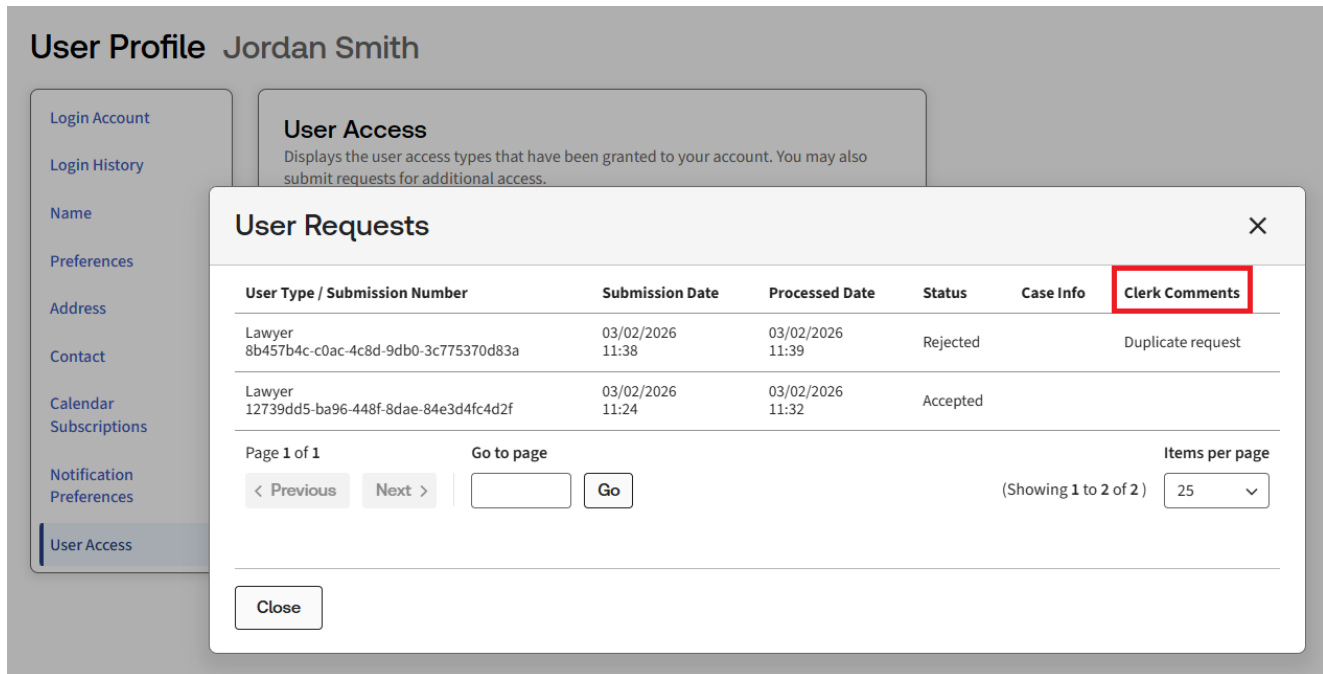
Submit Request

You will receive an email notification confirming that your request has been received, and another once it has been reviewed.

If your request is rejected, Court comments can be viewed in the **User Access** section of your **User Profile**. For detailed instructions on accessing your User Profile, refer to [section](#)

[1.3](#) of this user guide. If you have any further questions about your request, please [contact the Court](#) directly.

### USER PROFILE – USER ACCESS REQUESTS HISTORY



**User Profile** Jordan Smith

**User Access**  
Displays the user access types that have been granted to your account. You may also submit requests for additional access.

**User Requests**

User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Lawyer 8b457b4c-c0ac-4c8d-9db0-3c775370d83a	03/02/2026 11:38	03/02/2026 11:39	Rejected		Duplicate request
Lawyer 12739dd5-ba96-448f-8dae-84e3d4fc4d2f	03/02/2026 11:24	03/02/2026 11:32	Accepted		

Page 1 of 1      Go to page:        Items per page: (Showing 1 to 2 of 2)

### After Registration / Sign-In

Once setup is complete, you will be taken to your User Profile, where you can update your information, manage notification preferences, and request additional access at any time. For detailed instructions on updating your User Profile, refer to [section 1.3](#) of this user guide.

Going forward, you may sign in to portal using:

- your **Ontario.ca Account** credentials, or
- the **Sign-In Partner Interac®** service

## 1.3 User Profile

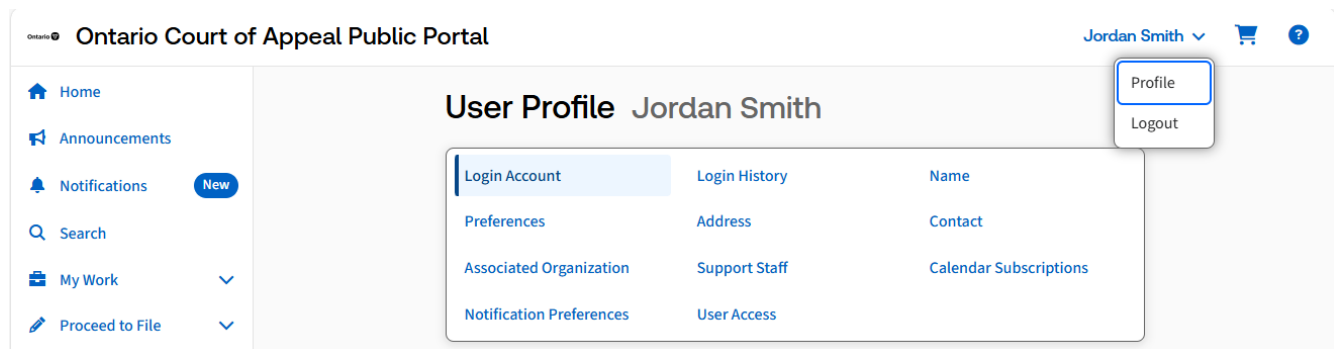
The **User Profile** settings allow you to:

- View your login account details and login history
- Update your name, address, and contact information
- Adjust locale and time zone preferences
- Manage associated legal organizations and support staff information (for lawyers and organization administrators only)
- Add calendar subscriptions
- Set notification preferences
- Request user and/or case access and review past requests

### Accessing the User Profile

- Select your name at the top-right corner of the page, then choose **Profile**.

#### ACCESSING THE USER PROFILE FROM THE ACCOUNT MENU



### Updating Login Information

- In the **Login Account** tab of the User Profile page, you can view your username, email address, and password.
- Login details are managed through Ontario.ca Account. To make changes, visit the Ontario.ca Account website. For information about how to edit your Ontario.ca Account profile, visit [Help | Ontario.ca Account](#).

## User Profile Jordan Smith

Login Account

Login History

Name

Preferences

Address

Contact

Associated  
Organization

Support Staff

Calendar  
Subscriptions

Notification  
Preferences

User Access

### Login Account

Your login account (which includes your name, email, and password) is managed by another application. You will be redirected to that site to edit these values.

Username jordansmith@jsassociates.com

Email Address jordansmith@jsassociates.com

Password •••••

## Adjusting Locale and Time Zone

- Select **Preferences** in the left menu.
- Choose your locale and time zone from the dropdown lists, then select **Save**.

## User Profile Jordan Smith

[Login Account](#)  
[Login History](#)  
[Name](#)  
**[Preferences](#)**  
[Address](#)  
[Contact](#)  
[Associated Organization](#)  
[Support Staff](#)  
[Calendar Subscriptions](#)  
[Notification Preferences](#)  
[User Access](#)

### Preferences

Manage your preferences used throughout the application.  
\* Indicates a required field.

**Locale\***

**Timezone\***

---

[Save](#)

### Updating Address

- Select **Address** in the left menu.
- Update your address information and select **Save**.

## User Profile Jordan Smith

Login Account

Login History

Name

Preferences

**Address**

Contact

Associated Organization

Support Staff

Calendar Subscriptions

Notification Preferences

User Access

### Mailing Address

Manage your mailing address information.  
\* Indicates a required field.

**Address**

Address Line 1\*

Address Line 2

Country\*

City\* Province/State\* Postal Code/Zip Code\*

## Updating Contact Information

- Select **Contact** in the left menu.
- Your primary email address cannot be changed here. Any updates must be done via your Ontario.ca Account. For more information, visit [Help | Ontario.ca Account](#).
- You may **add cc email addresses** for notifications and update your phone number. Select **Save** when finished.

## USER PROFILE – CONTACT TAB

**User Profile** Jordan Smith

[Login Account](#)

[Login History](#)

[Name](#)

[Preferences](#)

[Address](#)

[Contact](#)

[Associated Organization](#)

[Support Staff](#)

[Calendar Subscriptions](#)

[Notification Preferences](#)

[User Access](#)

### Contact

Manage your personal contact information, including how the system sends notifications to you.  
\* Indicates a required field.

**Email**

**Primary Email Address**  
Your primary email address used by the system, shown here as read-only. It is managed by another application along with your login information. See the Login Account section to make changes to it.

jordansmith@mailinator.com

Add CC Email Address

Add an additional carbon copy (CC) email address that should be copied on your notifications.

**Phone**

**Contact Phone Country**

United States +1 ▼

**Contact Phone Number**  
(Format: 123-456-7890)

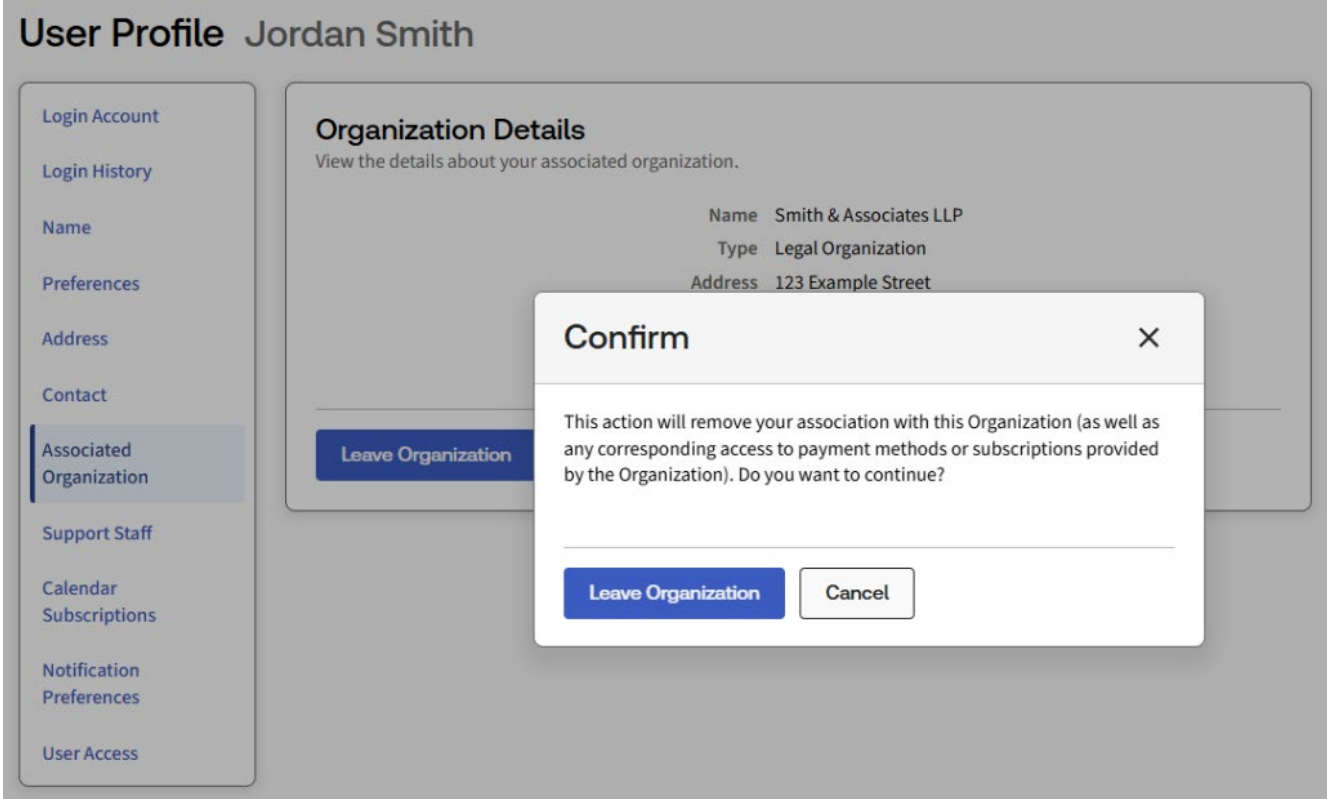
1234567890

Save

## Associated Organization

*(Only for Lawyer and Organization Administrator users)*

- Select **Associated Organization** in the left menu to view organization details.
- To leave an organization, select **Leave Organization**, then confirm in the overlay.



The screenshot shows the 'User Profile' page for 'Jordan Smith'. On the left is a navigation menu with options: Login Account, Login History, Name, Preferences, Address, Contact, Associated Organization (highlighted), Support Staff, Calendar Subscriptions, Notification Preferences, and User Access. The main content area is titled 'Organization Details' and includes a 'Leave Organization' button. A 'Confirm' dialog box is open, asking for confirmation to leave the organization.

**User Profile** Jordan Smith

**Organization Details**  
View the details about your associated organization.

Name Smith & Associates LLP  
Type Legal Organization  
Address 123 Example Street

**Confirm** [X]

This action will remove your association with this Organization (as well as any corresponding access to payment methods or subscriptions provided by the Organization). Do you want to continue?

**Leave Organization**

## Support Staff

*(Only for Lawyer and Organization Administrator users)*

- Select **Support Staff** in the left menu to add or remove support staff who are authorized to access the portal and file documents on your behalf.
- Choose the name(s) from the list in the **Authorized Support Staff** field. If a name does not appear, confirm that the staff member is linked to your organization. For detailed instructions on adding users to an organization, refer to [section 5.2](#) of this guide.
- To forward notifications to support staff, select **Forward Notifications** (optional), then select **Save**.

## User Profile Jordan Smith

[Login Account](#)[Login History](#)[Name](#)[Preferences](#)[Address](#)[Contact](#)[Associated Organization](#)[Support Staff](#)[Calendar Subscriptions](#)[Notification Preferences](#)[User Access](#)

### Support Staff

Your associated Support Staff are displayed below. These Users will have access to your permission within Public Portal. Additional Support Staff can be associated and existing Support Staff can be removed via the field below.

#### Authorized Support Staff


Select individual(s) who have your authorization to access Public Portal on your behalf.

 Adams, Tanasha B

#### Forward Notifications

Forward all notifications to the Authorized Support Staff listed above.

## Adding Calendar Subscriptions

- Select **Calendar Subscriptions** in the left menu.
- Select the **copy icon**  to copy your calendar subscription URL (token).

## USER PROFILE – CALENDAR SUBSCRIPTIONS TAB

### User Profile Jordan Smith

- Login Account
- Login History
- Name
- Preferences
- Address
- Contact
- Associated Organization
- Support Staff
- Calendar Subscriptions
- Notification Preferences
- User Access

#### Calendar

Displays the calendar subscriptions that have been granted to your account. You may also regenerate your calendar token.

Calendar	URL	Copy
Hearings	<a href="https://onpup-api-uat.ctrack.thomsonreuters.com/cms/user/hearings/user/8de29e52-d407-4c02-9bc0-4154556f708d/token/1TAZHVdR5Wz7f7jMpuFV1045NfVdwaP1sZQTujb601Y~">https://onpup-api-uat.ctrack.thomsonreuters.com/cms/user/hearings/user/8de29e52-d407-4c02-9bc0-4154556f708d/token/1TAZHVdR5Wz7f7jMpuFV1045NfVdwaP1sZQTujb601Y~</a>	

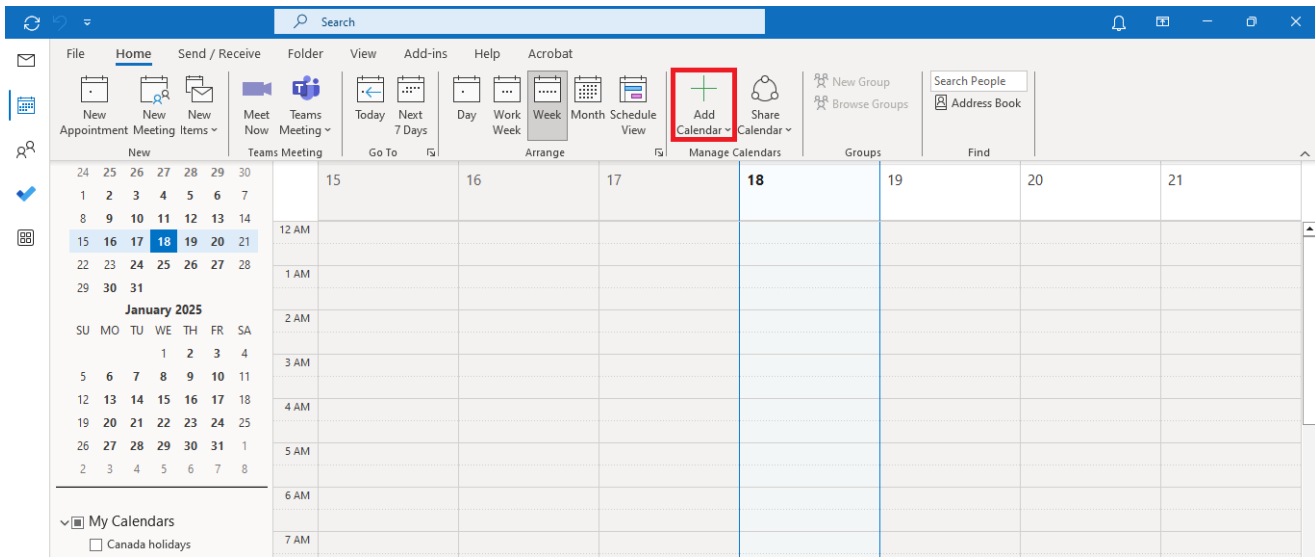
Regenerate Calendar Token

- Open your calendar application and select **Add Calendar**.

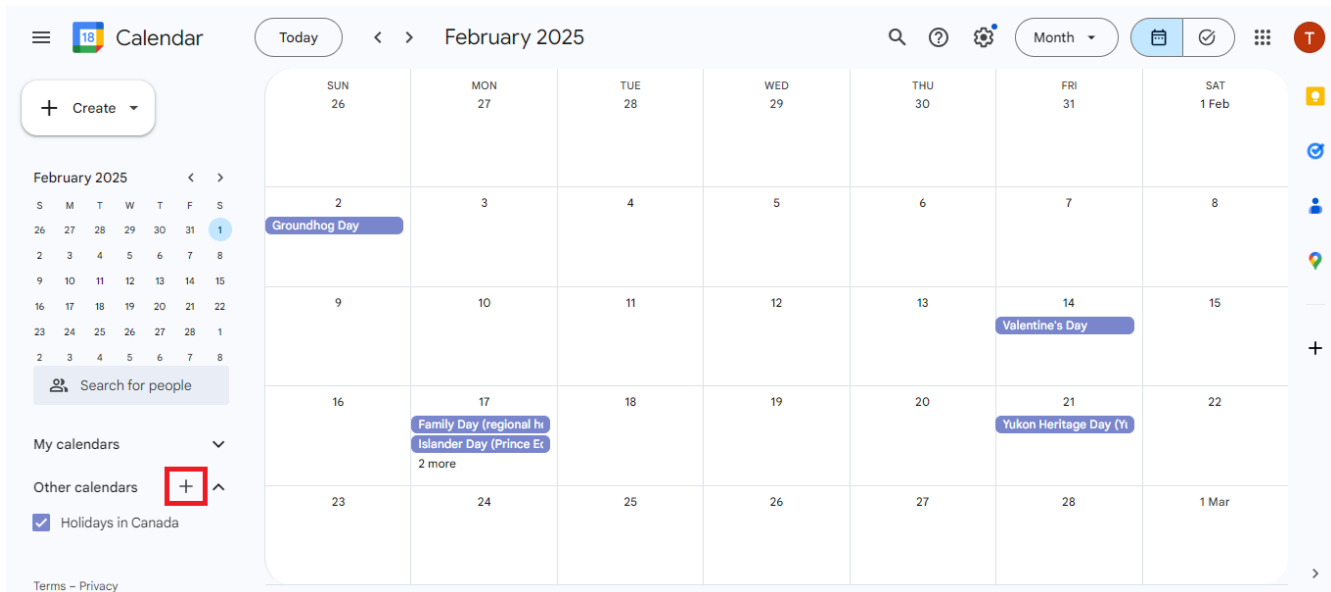
## OUTLOOK WEB – ADD CALENDAR

The screenshot shows the Outlook Web interface. In the left-hand navigation pane, the 'Add calendar' button is highlighted with a red rectangle. The main area displays a calendar for December 2024, and the right-hand pane shows the details for Wednesday, December 18th, with the message 'Nothing planned for the day Enjoy!'.

## OUTLOOK DESKTOP – ADD CALENDAR

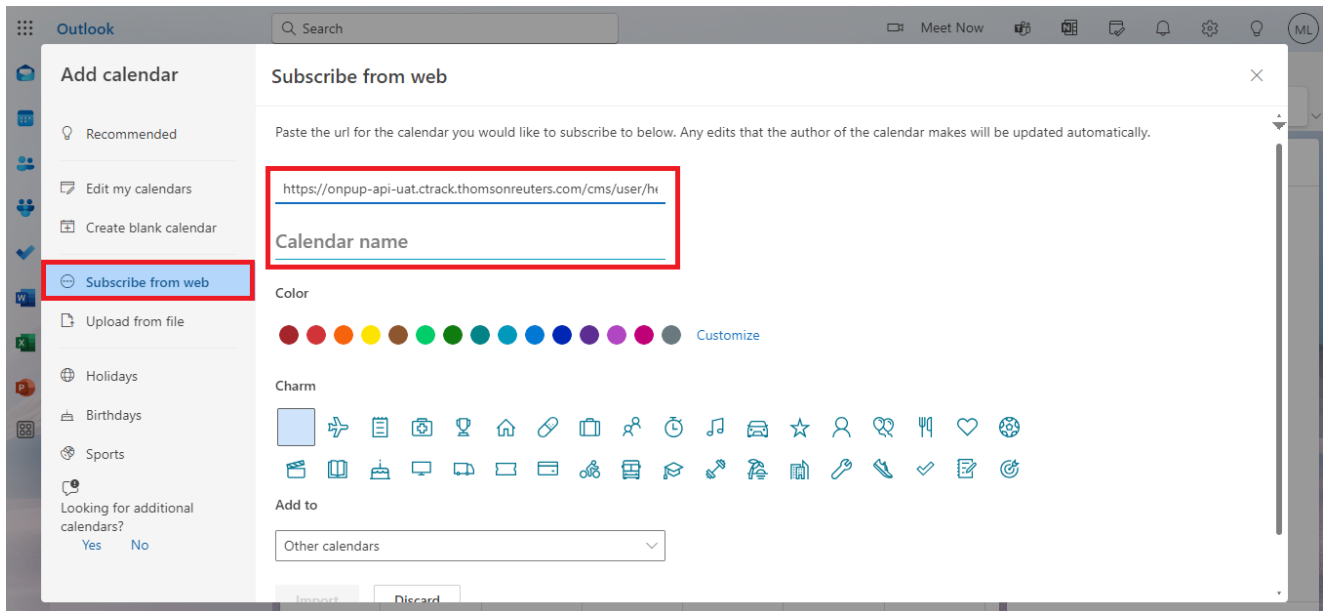


## GOOGLE CALENDAR – ADD CALENDAR

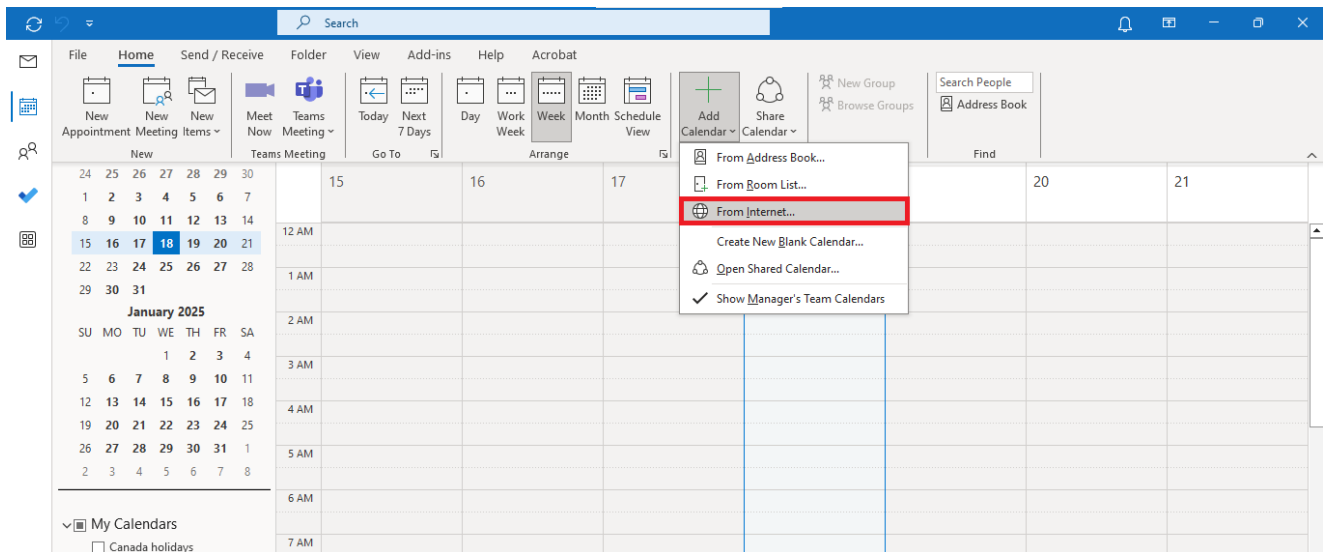


- Choose the option to add a calendar by URL.
- Paste the token (URL), complete any required fields and save.

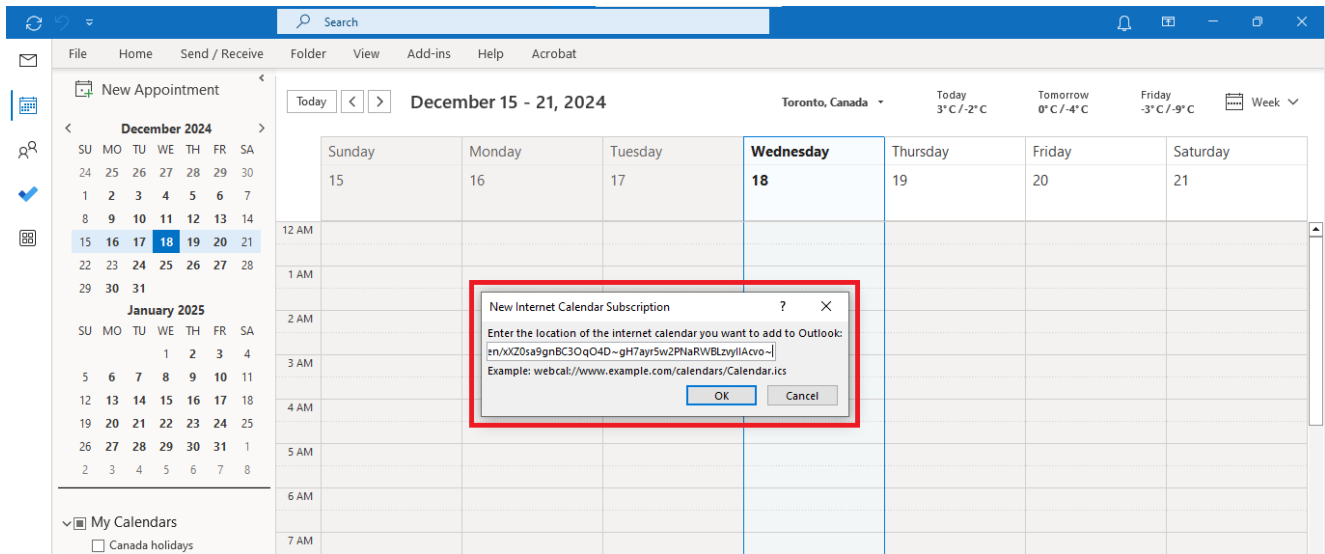
## OUTLOOK WEB – SUBSCRIBE FROM WEB



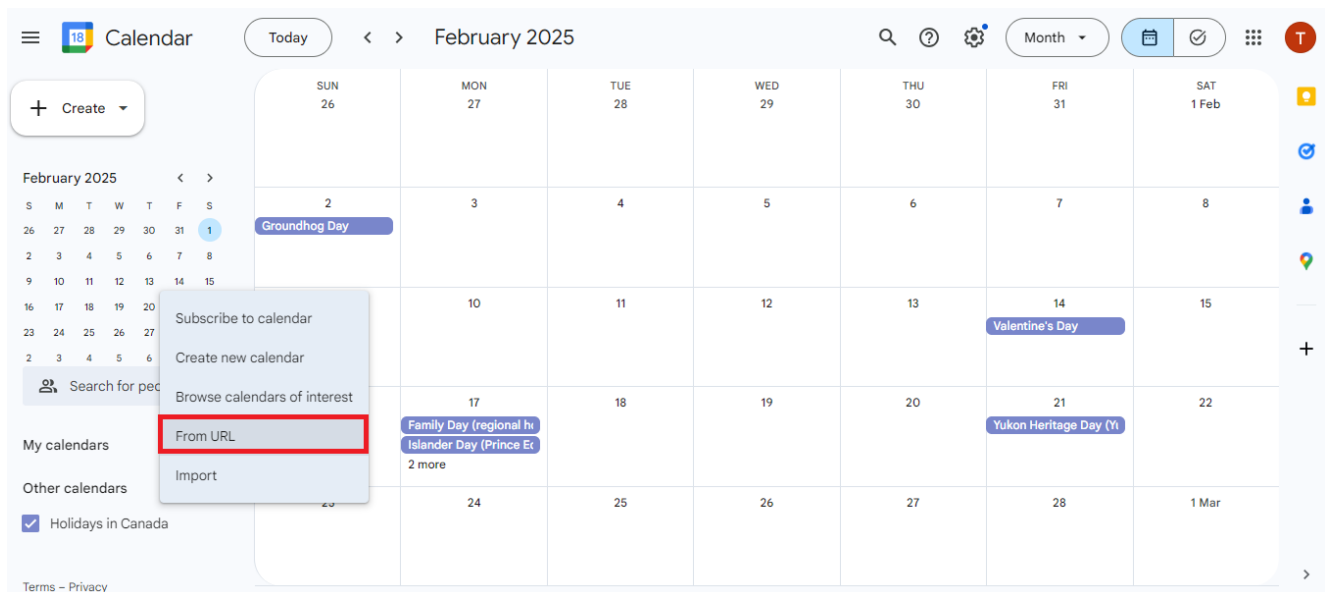
## OUTLOOK DESKTOP – SUBSCRIBE FROM INTERNET



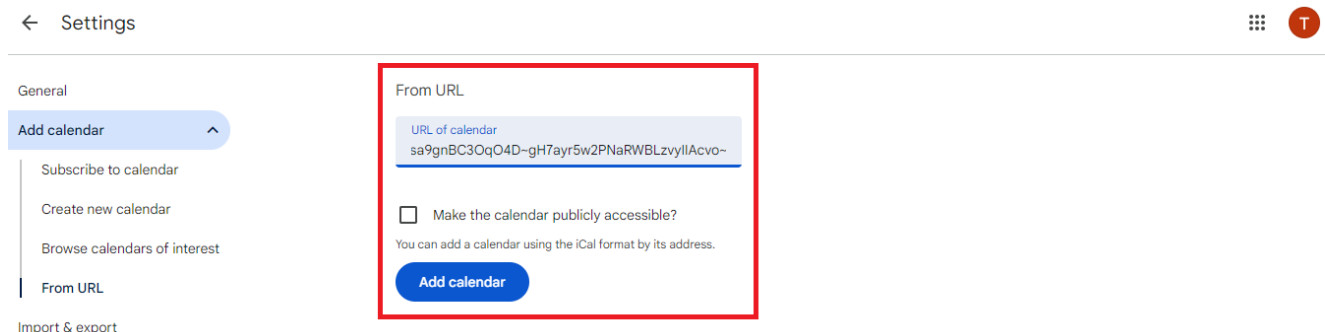
## OUTLOOK DESKTOP – CONFIRM SUBSCRIBE FROM INTERNET



## GOOGLE CALENDAR – SUBSCRIBE FROM URL



## GOOGLE CALENDAR – CONFIRM SUBSCRIBE FROM URL



## Setting Notification Preferences

- Select **Notification Preferences** in the left menu.
- Choose how you want to receive notifications (in the application and/or by email).
- Mandatory email notifications are checked in grey and cannot be changed.
- Select **Save**.

### USER PROFILE – NOTIFICATION PREFERENCES TAB

**User Profile**
Jordan Smith

- [Login Account](#)
- [Login History](#)
- [Name](#)
- [Preferences](#)
- [Address](#)
- [Contact](#)
- [Associated Organization](#)
- [Support Staff](#)
- [Calendar Subscriptions](#)
- [Notification Preferences](#)
- [User Access](#)

#### Notification Preferences

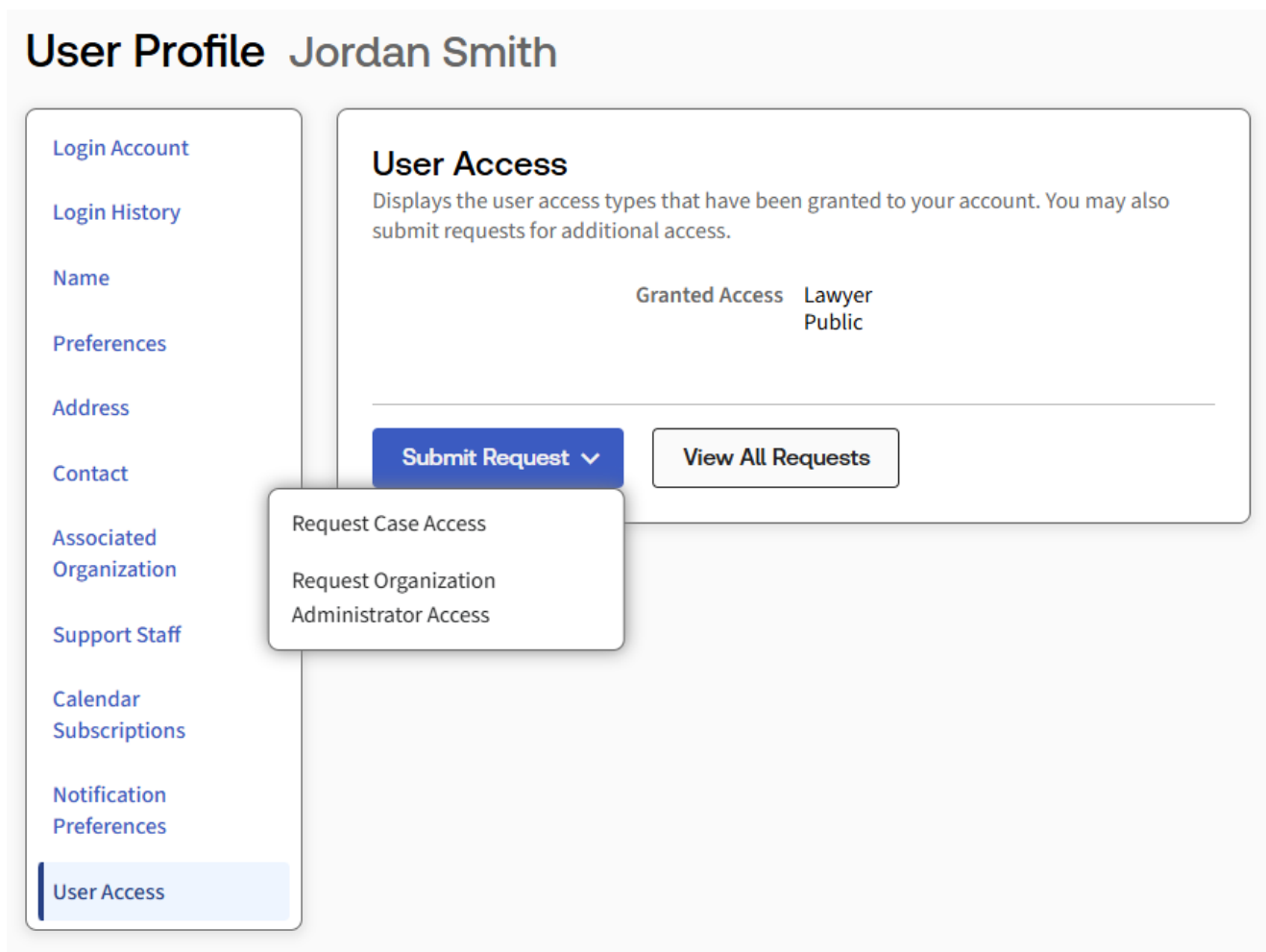
Displays and allows management of the notification preferences for your account.

Notification	Application	Email
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Authorized Payment Capture Failure</b> <small>Receive a notification when processing fails for a previously authorized payment</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Case Access Request Accepted</b> <small>Receive a notification when a case access request is accepted</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Case Access Request Rejected</b> <small>Receive a notification when a case access request is rejected</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Case Access Request Submission</b> <small>Receive a notification when a case access request is submitted</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Document Service Notification</b> <small>Receive a notification when a court document has been served to you</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Filing Approval Notification</b> <small>Receive a notification when a filing you created is accepted</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Filing Approval Service Notification</b> <small>Receive a notification when a filing that has been served to you is approved</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Filing Rejected Notification</b> <small>Receive a notification when a filing you created is rejected</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Filing Rejected Service Notification</b> <small>Receive a notification when a filing that has been served to you is rejected</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Filing Service Notification</b> <small>Receive a notification when a filing is served to you</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Filing Submission Notification</b> <small>Receive a notification when a filing you created is submitted</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>New Organization Member</b> <small>Sends a notification to a public portal user when they have been added as a member of an organization</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Publication Release Notification</b> <small>Receive a notification when a publication is available</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Support Staff Updated</b> <small>Sends a notification to a public portal user when their Support Staff added to their record within an organization has been updated</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>User Request Accepted</b> <small>Receive a notification when your user access request is accepted</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>User Request Rejected</b> <small>Receive a notification when your user access request is rejected</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>User Request Submission</b> <small>Receive a notification when your user access request is submitted</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Viewing and Requesting User Access

- Select **User Access** in the left menu to view your current access or submit a new request for user or case access.
- To submit a request, select **Submit Request** and choose the appropriate option from the dropdown.

### USER PROFILE – USER ACCESS TAB



**User Profile** Jordan Smith

**User Access**  
Displays the user access types that have been granted to your account. You may also submit requests for additional access.

Granted Access
Lawyer
Public

**Submit Request** ▾ **View All Requests**

- Request Case Access
- Request Organization Administrator Access

Left sidebar menu items: Login Account, Login History, Name, Preferences, Address, Contact, Associated Organization, Support Staff, Calendar Subscriptions, Notification Preferences, **User Access**

### Requesting Case Access

- For detailed instructions on how to request case access, refer to [section 4.1](#) of this user guide.
- Case access is available only to parties and their legal representatives.

### Requesting Lawyer or Organization Administrator Access

- Select the request option, complete the required fields in the form, and select **Submit Request**.

LAWYER ACCESS REQUEST FORM

## Request Access Lawyer

### Lawyer

Please complete the following form which will be used to verify your identity.

\* Indicates a required field.

Law Society Province\*

Ontario

Law Society of Ontario (LSO) Number\*

Reference File\*

Please provide a letter requesting reason for access and your current contact information. Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

Choose File No file chosen

View Acceptable File Types

Comments

Submit Request

ORGANIZATION ADMINISTRATOR ACCESS REQUEST FORM

## Request Access Organization Administrator

### Organization Administrator

Please complete the following form which will be used to verify your identity.  
\* Indicates a required field.

**Organization Selection**

Search for an existing Legal Organization or Agency

Submit a request for a new Legal Organization or Agency

---

**Organization**

Selected Organization\*

Smith & Associates LLP

Select Organization

---

**Reference File\***

Please provide a letter requesting reason for access and your current contact information. Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

Choose File COAPP Organization Administrator User Request Letter.docx

View Acceptable File Types

---


**Comments**

---

Submit Request

- You will receive a confirmation notification in the application and/or by email. The request will be reviewed, and you will be notified of the outcome.
- If your request is rejected, you can view the Court’s comments by following instructions below. For further help, contact the Court directly.

### Viewing Previous Requests

- Select **View All Requests** to open an overlay with a table listing all previous access request, including their status and comments from the Court.
- Select the **X icon**  or **Close** to exit the overlay.

**USER PROFILE – USER ACCESS REQUEST HISTORY**

**User Profile** Jordan Smith

Login Account

Login History

Name

Preferences

Address

Contact

Associated Organization

Support Staff

Calendar Subscriptions

Notification Preferences

**User Access**

**User Access**

Displays the user access types that have been granted to your account. You may also submit requests for additional access.

**User Requests** ✕

User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Lawyer 8b457b4c-c0ac-4c8d-9db0-3c775370d83a	03/02/2026 11:38	03/02/2026 11:39	Rejected		Duplicate request
Lawyer 12739dd5-ba96-448f-8dae-84e3d4fc4d2f	03/02/2026 11:24	03/02/2026 11:32	Accepted		

Page 1 of 1
Go to page
Items per page


< Previous
Next >

Go
(Showing 1 to 2 of 2)

Close

## 1.4 Overview

### Navigation Menu and Top Banner

The **Navigation Menu** on the left and **Top Banner** at the top of the screen is available on every page in the portal. On smaller devices, such as tablets or cell phones, the menu may be hidden. To open it, select the **navigation drawer** (three horizontal lines)  in the top banner. This will expand the full menu so you can easily move between different areas of the portal.


### Home Page


The portal **Home Page** is structured to help you navigate the portal efficiently and access the information you need quickly. Return to the **Home Page** at any time by selecting **Home** in the left navigation menu.

From the Home Page, you can:

- view **announcements** about the portal
- access training resources for the portal
- **search** for publicly available case information
- access **additional resources**, including forms, rules, practice directions, and contact details for the Court of Appeal for Ontario.

### Announcements


Registered users can view all portal announcements, including the most recent and past updates, on the **Announcements** page. You can access this page from the Home Page or through the navigation menu. When a new announcement is posted, registered users will see a **'New' icon**  next to the Announcements button in the navigation menu.

Unregistered users can only see the announcements displayed on the Home Page and will not see the **'New' icon**  notification for new messages.

## 1.5 Notifications

You may receive notifications in two ways: within the portal and by email.

### In-Portal Notifications





















When there is a new message or update, the **'New' icon**  will appear next to the Notifications button in the navigation menu. Select **Notification** to view the details.

The Notifications page includes a table which lists:

- Whether the notification is read or unread
- The date received
- The subject of the notification
- The case file number (when applicable)

#### PORTAL NOTIFICATION PAGE

**My Notifications**

Notifications					
<input type="checkbox"/>	Read 	Date 	Subject 	Case Number 	View
<input type="checkbox"/>		19/03/2026 11:36	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		19/03/2026 11:24	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		19/03/2026 11:23	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		19/03/2026 11:07	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		19/03/2026 11:06	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		19/03/2026 10:43	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		18/03/2026 15:25	Filing Submission For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>		18/03/2026 15:20	Filing Submission Rejected For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>		18/03/2026 13:52	Filing Submission For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 16:02	Filing Submission For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 15:15	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 15:14	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 15:10	COA-26-CV-0050 Filing Submission For Jordan Smith	<a href="#">COA-26-CV-0050</a>	<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 15:07	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 15:07	COA-26-CV-0050 Filing Submission Rejected For Jordan Smith	<a href="#">COA-26-CV-0050</a>	<a href="#">View</a>

You can select multiple notifications and **Mark as Read**.

### NOTIFICATION PAGE – MARK AS READ OPTION ON

<input type="checkbox"/>		17/03/2026 11:32	COA-26-CV-0057 Filing Submission Approved For Jordan Smith	<a href="#">COA-26-CV-0057</a>	<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 11:02	Filing Submission For Jordan Smith		<a href="#">View</a>
<input checked="" type="checkbox"/>		17/03/2026 10:57	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 10:56	Filing Submission Rejected For Jordan Smith		<a href="#">View</a>
<input checked="" type="checkbox"/>		17/03/2026 10:03	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>		17/03/2026 9:30	Jordan Smith added to Jordan Smith Associates PC		<a href="#">View</a>

2 selected

Page 1 of 2      Go to page      Items per page

(Showing 1 to 25 of 30)  ▾

Sorting and filtering tools are available:

- All column headers on the table are sortable. By default, the table is sorted by the **Date** in descending order (newest to oldest).
- Select any column header to sort the list.
- Select it again to reverse the sort order.
- Use the **filter icon** in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.  
Select **Update** to apply your filters.

## NOTIFICATION PAGE – SORT AND FILTER OPTIONS

Appeal Public Portal

### My Notifications

Notifications		Read ↑↓	Date ↓	Subject ↑↓	Case Number ↑↓	Filter and Sort
<input type="checkbox"/>			19/03/2026 11:36	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			19/03/2026 11:24	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			19/03/2026 11:23	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			19/03/2026 11:07	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			19/03/2026 11:06	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			19/03/2026 10:43	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			18/03/2026 15:25	Filing Submission For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>			18/03/2026 15:20	Filing Submission Rejected For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>			18/03/2026 13:52	Filing Submission For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 16:02	Filing Submission For Jordan Smith		<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 15:15	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 15:14	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 15:10	COA-26-CV-0050 Filing Submission For Jordan Smith	<a href="#">COA-26-CV-0050</a>	<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 15:07	Concurrent User Session		<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 15:07	COA-26-CV-0050 Filing Submission Rejected For Jordan Smith	<a href="#">COA-26-CV-0050</a>	<a href="#">View</a>
<input type="checkbox"/>			17/03/2026 14:35	Concurrent User Session		<a href="#">View</a>

**Filter and Sort** ×

**Search Criteria**  
\* Indicates a required field.

Sort

Sort By  
Date ▼

Direction  
Descending ▼

**Date Range**  
Effective range from 19/12/2025 to 19/03/2026.  
in the last 3 months ▼

**Case Number**

Show Unread Only

[Update](#)

[Cancel](#)

## Email Notifications

You may also receive email notifications with summaries of important updates. Each email includes a link that will take you directly to the portal.

To adjust how you receive notifications, update your preferences in your **User Profile**. For detailed instructions on how to set notification preferences, refer to [section 1.3](#) of this user guide.

## 1.6 Searches

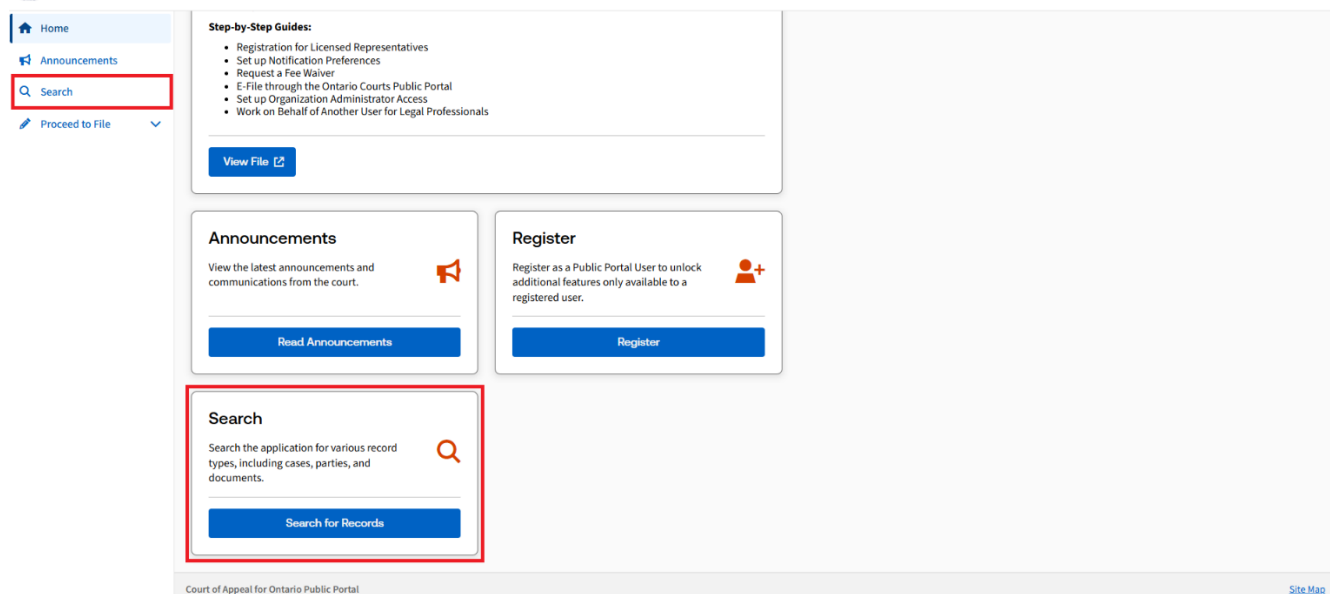
The **Search** page allows you to search for Court of Appeal cases. This page can be accessed from the **Home Page** or through the **left navigation menu**.

Registered and unregistered users have different levels of access:

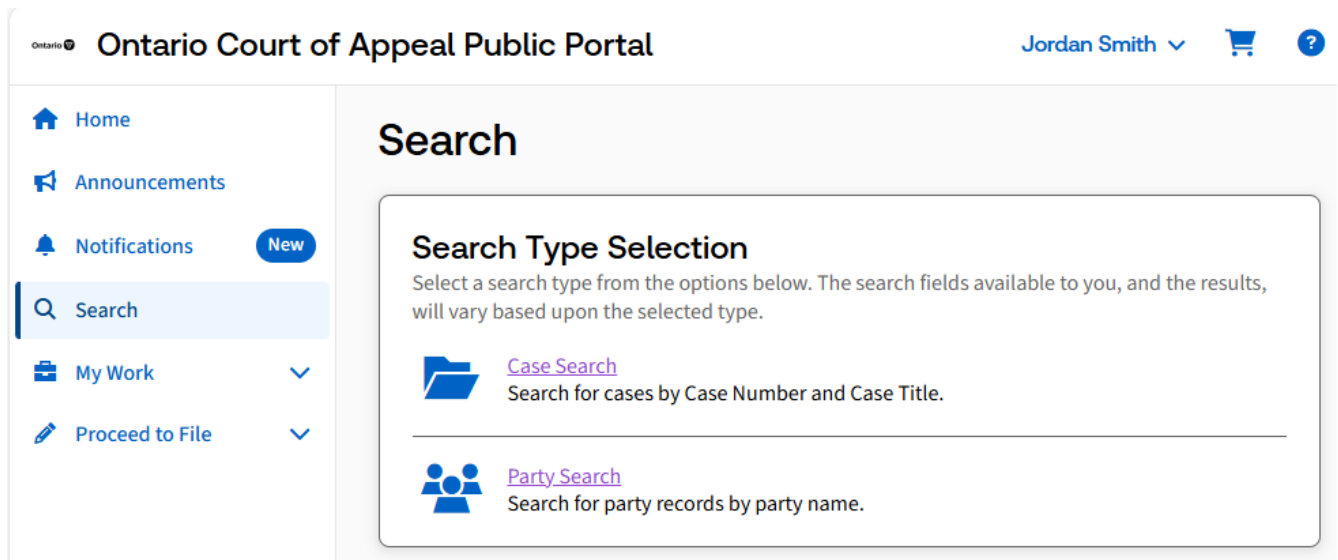
- **Unregistered users** may search for civil case information filed after August 22, 2022, excluding cases that are subject to any type of confidentiality order (i.e. a publication ban or sealing order)
- **Registered users** with case access may view additional details for cases they are connected to.





For the time being, this feature will not be available for criminal or family law cases.



### PORTAL HOME PAGE – START A SEARCH



You can search by **Case** or by **Party**.




Ontario  Ontario Court of Appeal Public Portal Jordan Smith   

[Home](#)  
[Announcements](#)  
[Notifications](#) New  
**Search**  
[My Work](#)   
[Proceed to File](#) 


## Search

### Search Type Selection

Select a search type from the options below. The search fields available to you, and the results, will vary based upon the selected type.

 [Case Search](#)  
Search for cases by Case Number and Case Title.





---









 [Party Search](#)  
Search for party records by party name.

## Case Search

To search by case, enter the **Court of Appeal Case File Number** (full or partial) and/or the **Case Title**, then select **Search**. The case title refers to the **short title of the proceedings**, also known as the **style of cause** (e.g., Doe, Jane v. Doe, John).

You may select the **Exclude Closed Cases** view only open cases.

Ontario  Ontario Court of Appeal Public Portal Jordan Smith   

-  Home
-  Announcements
-  Notifications New
-  Search
-  My Work 
-  Proceed to File 

## Case Search

### Criteria

Enter your search criteria below. You may also select the Advanced Search option, when available, which will provide you with additional search criteria fields.  
\* Indicates a required field.

**Case Number**

**Case Title**

Exclude Closed Cases

[Switch to Advanced Search](#)

---

[Search](#)

### Advanced Search Option

Select **Switch to Advanced Search** to refine how the Case Title is matched. The default search type is **Match**, which means the results will include all cases with containing the entered keywords.

Use the dropdown to update the **Case Title Search Type** if needed, then select **Search**.

## ADVANCED CASE SEARCH OPTIONS

Case Search **Advanced****Criteria**

Enter your search criteria below. You may also select the Advanced Search option, when available, which will provide you with additional search criteria fields.

\* Indicates a required field.

**Case Number**

0057

**Case Title**

Morgan, Alex v. Bennett, Casey et al

**Case Title Search Type**Match 

Contains

Exact

Match 

Starts With

Phonetic

**Case Search Results**

The **Search Results** page will display a table with the relevant results. This table will include the following case information:

- **Case Number** – the Court of Appeal case file number
- **Case Title** – the short title of proceedings
- **Case Classification** – the type of matter
- **Filed Date** – the date the case was filed
- **Case Status** – whether the case is open or closed

Selecting the **Case Number** opens the [Case View](#) page.

## CASE SEARCH RESULTS

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work
- Proceed to File

### Search Results

Case Number ↑↓	Case Title ↑↓	Classification ↑↓	Filed Date ↓	Open / Closed ↑↓
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	17/03/2026	Closed
<a href="#">COA-25-OM-0057</a>	Sakab Saudi Holding Company et al. v. Al Jabri, Saad Khalid S. et al.	Originating Motion Civil - All Other Matters - Leave to Appeal	07/03/2025	Closed
<a href="#">COA-25-CR-0057</a>	R. v. Parker, Gregory	Appeal Criminal - Inmate - Indictable Sentence	29/01/2025	Closed
<a href="#">COA-24-OM-0057</a>	McLeod, Jason v. Wigwamen Incorporated	Originating Motion Civil - All Other Matters - Leave to Appeal	06/03/2024	Closed
<a href="#">COA-24-CR-0057</a>	R. v. M., Jason	Appeal Criminal - Solicitor - Indictable Conviction and Sentence	22/01/2024	Closed
<a href="#">COA-23-OM-0057</a>	R. v. W., Adam	Originating Motion Criminal - Inmate - Extension of Time	03/03/2023	Closed
<a href="#">COA-23-CV-0057</a>	Anushiyathevi Maheswaran v. Daddy Loves You Inc.	Appeal Civil - All Other Matters - Summary Judgment	25/01/2023	Closed
<a href="#">COA-22-OM-0057</a>	Sui, Hua v. Ministry of The Attorney General	Originating Motion Civil - All Other Matters - Leave to Appeal	25/10/2022	Closed
<a href="#">COA-22-CV-0057</a>	Algra, Betty Jo Lynn et al v. Mingay, Paul M. et al	Appeal Civil - All Other Matters - Summary Other	07/09/2022	Closed
<a href="#">C70057</a>	R. v. Dean, Damean	Appeal Criminal - Inmate In Writing - Indictable Conviction and Sentence	26/11/2021	Closed
<a href="#">M50057</a>	R. v. Oppong, Derek	Non-Originating Motion - Criminal - Motion (Non-Family)	21/01/2019	Closed
<a href="#">C60057</a>	CIBC Mortgages Inc., et al v. Computershare Trust Company	Appeal Civil - Civil Order - Summary Other	27/02/2015	Closed
<a href="#">C50057</a>	Margettie, Lynda et al v. Snell, Roy Renze et al	Appeal Civil - Civil Order - Summary Other	19/02/2009	Closed
<a href="#">M30057</a>	R. v. Young, William Douglas	Non-Originating Motion - Criminal - Motion (Non-Family)	27/06/2003	Closed
<a href="#">C40057</a>	R. v. Bogiatzis, Athanasios T. et al	Appeal Criminal - Solicitor - Appeal - Criminal	28/05/2003	Closed
<a href="#">C30057</a>	R. v. Levesque, Gilles	Appeal Criminal - Inmate - Indictable Sentence	25/06/1998	Closed
<a href="#">M20057</a>	Kruitwagen, Henricus Matheus Joannes v. Milus, Frank et al	Non-Originating Motion - Civil - Motion (Non-Family)	20/02/1997	Closed
<a href="#">C20057</a>	R. v. Armstrong, Racquel	Appeal Criminal - Inmate - Indictable Sentence	09/11/1994	Closed
<a href="#">M10057</a>	1058/91 R. v. Patel, Dhansukh	Non-Originating Motion - Criminal - Motion (Non-Family)	07/01/1993	Closed
<a href="#">C10057</a>	CIV469/90 Esposito, M. et al v. Guardsman Equipment et al	Appeal Civil - All Other Matters - Regular Trial	28/06/1990	Closed

Page 1 of 1      Go to page      Items per page

< Previous    Next >        Go      (Showing 1 to 20 of 20)    25

Sorting and filtering tools are available:

- All column headers in the table are sortable. By default, the table is sorted by the **Filed Date** in descending order (newest to oldest).
- Select any column header to sort the list.
- Select it again to reverse the sort order.
- Use the **filter icon** in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.

Select **Update** to apply your filters.

## CASE SEARCH FILTER & SORT SIDEBAR

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work
- Proceed to File

### Search Results

Case Number	Case Title	Classification	Filed Date	Open / Closed
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	17/03/2026	Closed
<a href="#">COA-25-OM-0057</a>	Sakab Saudi Holding Company et al. v. Al Jabri, Saad Khalid S. et al.	Originating Motion Civil - All Other Matters - Leave to Appeal	07/03/2025	Closed
<a href="#">COA-25-CR-0057</a>	R. v. Parker, Gregory	Appeal Criminal - Inmate - Indictable Sentence	29/01/2025	Closed
<a href="#">COA-24-OM-0057</a>	McLeod, Jason v. Wigwamen Incorporated	Originating Motion Civil - All Other Matters - Leave to Appeal	06/03/2024	Closed
<a href="#">COA-24-CR-0057</a>	R. v. M., Jason	Appeal Criminal - Solicitor - Indictable Conviction and Sentence	22/01/2024	Closed
<a href="#">COA-23-OM-0057</a>	R. v. W., Adam	Originating Motion Criminal - Inmate - Extension of Time	03/03/2023	Closed
<a href="#">COA-23-CV-0057</a>	Anushiyathevi Maheswaran v. Daddy Loves You Inc.	Appeal Civil - All Other Matters - Summary Judgment	25/01/2023	Closed
<a href="#">COA-22-OM-0057</a>	Sui, Hua v. Ministry of The Attorney General	Originating Motion Civil - All Other Matters - Leave to Appeal	25/10/2022	Closed
<a href="#">COA-22-CV-0057</a>	Algra, Betty Jo Lynn et al v. Mingay, Paul M. et al	Appeal Civil - All Other Matters - Summary Other	07/09/2022	Closed
<a href="#">C70057</a>	R. v. Dean, Damean	Appeal Criminal - Inmate In Writing - Indictable Conviction and Sentence	26/11/2021	Closed
<a href="#">M50057</a>	R. v. Oppong, Derek	Non-Originating Motion - Criminal - Motion (Non-Family)	21/01/2019	Closed
<a href="#">CG0057</a>	CIBC Mortgages Inc., et al v. Computershare Trust Company	Appeal Civil - Civil Order - Summary Other	27/02/2015	Closed
<a href="#">C50057</a>	Margttie, Lynda et al v. Snell, Roy Renze et al	Appeal Civil - Civil Order - Summary Other	19/02/2009	Closed
<a href="#">M30057</a>	R. v. Young, William Douglas	Non-Originating Motion - Criminal - Motion (Non-Family)	27/06/2003	Closed
<a href="#">C40057</a>	R. v. Bogiatzis, Athanasios T. et al	Appeal Criminal - Solicitor - Appeal - Criminal	28/05/2003	Closed
<a href="#">C30057</a>	R. v. Levesque, Gilles	Appeal Criminal - Inmate - Indictable Sentence	25/06/1998	Closed
<a href="#">M20057</a>	Kruitwagen, Henricus Matheus Joannes v. Milus, Frank et al	Non-Originating Motion - Civil - Motion (Non-Family)	20/02/1997	Closed
<a href="#">C20057</a>	R. v. Armstrong, Racquel	Appeal Criminal - Inmate - Indictable Sentence	09/11/1994	Closed
<a href="#">M10057</a>	1058/91 R. v. Patel, Dhansukh	Non-Originating Motion - Criminal - Motion (Non-Family)	07/01/1993	Closed
<a href="#">C10057</a>	CIV469/90 Esposito, M. et al v. Guardsman Equipment et al	Appeal Civil - All Other Matters - Regular Trial	28/06/1990	Closed

Page 1 of 1      Go to page:       Go      (Showing 1 to 20 of 20)      Items per page: 25

#### Filter and Sort

**Criteria**  
Enter your search criteria below. You may also select the Advanced Search option, when available, which will provide you with additional search criteria fields.  
\* Indicates a required field.

**Sort**

Sort By:

Direction:


Case Number:

Case Title:

Exclude Closed Cases

## Party Search

To search by party, enter the **name of an individual or organization**, then select **Search**. For individuals, enter their first name, last name, or both (e.g., “Jane Doe”; “Doe, Jane”; “Jane”; or “Doe”).

Ontario  Ontario Court of Appeal Public Portal

[Home](#)

[Announcements](#)

[Notifications](#) New

[Search](#)

[My Work](#) ▼

[Proceed to File](#) ▼

## Party Search

### Criteria

Enter your search criteria below. You may also select the Advanced Search option, when available, which will provide you with additional search criteria fields.  
\* Indicates a required field.

**Party Criteria**

Name

**Case Criteria**

Exclude Closed Cases

[Switch to Advanced Search](#)

[Search](#)

## Advanced Search Option

Use **Switch to Advanced Search** to:

- Update the **Party Type** (Person or Organization/Business)
- Change the **Name Title Search Type** (default is **Contains**)
- Select **Search** to proceed

ADVANCED PARTY SEARCH OPTIONS

Party Search Advanced

**Criteria**  
 Enter your search criteria below. You may also select the Advanced Search option, when available, which will provide you with additional search criteria fields.  
 \* Indicates a required field.

**Party Criteria**

**Party Type**

Person ▼

Organization / Business

Person ✓

**First Name Search Type**

Contains ▼

**Last Name**

**Last Name Search Type**

Contains ▼

**Case Criteria**

Exclude Closed Cases

**Search**

**Search Results**


The **Search Results** page will display a table with the relevant results. This table will include the following case information:

- **Case Number** – the Court of Appeal case file number
- **Case Title** – the short title of proceedings
- **Case Category** – the type of matter
- **Filed Date** – the date the case was filed
- **Role** – The party’s role in the case
- **Name** – The party’s full name
- **Case Status** – whether the case is open or closed

An individual's or organization's name may appear multiple times in the search results if they are involved in multiple cases. Selecting the **Case Number** opens the [Case View](#) page.

## PARTY SEARCH RESULTS

### Search Results


Parties							
Case Number ↑↓	Case Title ↑↓	Case Category ↑↓	Filed Date ↑↓	Role ↑↓	Name ↑↓	Open / Closed ↑↓	
<a href="#">COA-26-CY-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil	17/03/2026	Respondent	Bennett, Casey	Open	
<a href="#">COA-26-CY-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil	17/03/2026	Respondent	Bennett Consulting Firm	Open	
<a href="#">C20340</a>	Bennett, Dwain et al v. City of Thunder Bay	Appeal Civil	08/12/1994	Respondent	Bennett, Dwain	Closed	
<a href="#">C38398</a>	Re: Bankruptcy of Robert Irving Goldin	Appeal Civil	19/06/2002	Respondent	Bennett & Company	Closed	
<a href="#">C16283</a>	R. v. Bennett, Marcia	Appeal Criminal	13/08/1993	Appellant	Bennett, Marcia	Closed	
<a href="#">M54526</a>	R. v. B., Garry	Non-Originating Motion	13/09/2023	Moving Party	Bennett, Garry	Closed	
<a href="#">COA-25-CY-0941</a>	Bennett, Paul et al. Chadwick, Kimberly et al.	Appeal Civil	30/07/2025	Appellant	Bennett, Paul	Open	
<a href="#">COA-25-CY-0941</a>	Bennett, Paul et al. Chadwick, Kimberly et al.	Appeal Civil	30/07/2025	Appellant	Bennett, Roberta	Open	
<a href="#">C14154</a>	R. v. Bennett, Patrick	Appeal Criminal	07/01/1993	Appellant	Bennett, Patrick	Closed	
<a href="#">C20340</a>	Bennett, Dwain et al v. City of Thunder Bay	Appeal Civil	08/12/1994	Respondent	Bennett, Glenys	Closed	
<a href="#">M13720</a>	Bennett, Ronald Jack v. Bennett, Doris	Originating Motion Civil	16/06/1994	Moving Party	Bennett, Doris	Closed	
<a href="#">C17035</a>	R. v. Bennett, Patrick	Appeal Criminal	17/11/1993	Appellant	Bennett, Patrick	Closed	
<a href="#">M54825</a>	R. v. Bennett, Michael	Non-Originating Motion	30/01/2024	Moving Party	Bennett, Michael	Closed	
<a href="#">COA-23-CY-0893</a>	Dale, Lawrence Mark et al. v. The Toronto Real Estate Board et al.	Appeal Civil	23/08/2023	Respondent	Bennett, Daniel	Closed	
<a href="#">COA-24-CR-0006</a>	R. v. Bennett, Michael	Appeal Criminal	04/01/2024	Appellant	Bennett, Michael	Open	
<a href="#">COA-24-CY-0113</a>	Bennett, George v. Sutton, Dr. Wesley	Appeal Civil	06/02/2024	Appellant	Bennett, George	Closed	
<a href="#">C19009</a>	Bennett, Ronald Jack v. Bennett, Doris	Appeal Civil	23/06/1994	Appellant	Bennett, Doris	Closed	
<a href="#">COA-23-CR-0942</a>	R. v. B., Garry	Appeal Criminal	11/09/2023	Appellant	Bennett, Garry	Open	
<a href="#">COA-25-CR-1632</a>	R. v. B., Todd	Appeal Criminal	19/12/2025	Appellant	Bennett, Todd	Open	
<a href="#">M26294</a>	Nulberg & Dale Construction Co.Ltd. v. Bennett, Conrad	Originating Motion Civil	21/08/2000	Moving Party	Bennett, Conrad, MR	Closed	
<a href="#">C38950</a>	Sittuk Investments Ltd. v. A. Farber & Partners Inc.	Appeal Civil	21/10/2002	Respondent	Bennett, Shirley, MS	Closed	
<a href="#">C49452</a>	R. v. Bennett, Owen	Appeal Criminal	08/10/2008	Appellant	Bennett, Owen, MR	Closed	
<a href="#">C35312</a>	R. v. Bennett, Kevin	Appeal Criminal	15/11/2000	Appellant	Bennett, Kevin, MR	Closed	
<a href="#">C54496</a>	R. v. Bennett, Horaine	Appeal Criminal	28/10/2011	Appellant	Bennett, Horaine, MR	Closed	
<a href="#">C27107</a>	R. v. Bennett, Robert Lee	Appeal Criminal	24/04/1997	Appellant	Bennett, Robert, MR	Closed	

Page 1 of 8      Go to page       Items per page (Showing 1 to 25 of 195)

< Previous    **Next** >   

Sorting and filtering tools are available:

- All column headers in the table are sortable.

- Select any column header to sort the list.
  - Select it again to reverse the sort order.
  - Use the **filter icon**  in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.
- Select **Update** to apply your filters.

### PARTY SEARCH FILTER & SORT SIDEBAR

The screenshot displays the Ontario Court of Appeal Public Portal interface. On the left is a navigation menu with options: Home, Announcements, Notifications (with a 'New' badge), Search, My Work, and Proceed to File. The main area shows 'Search Results' for 'Parties' with a table of results. A 'Filter and Sort' sidebar is open on the right, containing sections for 'Criteria', 'Party Criteria', and 'Case Criteria'. The 'Criteria' section has a 'Sort By' dropdown set to 'Score'. The 'Party Criteria' section has a 'Name' field containing 'Morgan, Alex v. Bennett, Casey et al'. The 'Case Criteria' section has an unchecked checkbox for 'Exclude Closed Cases'. At the bottom of the sidebar are 'Switch to Advanced Search', 'Update', and 'Cancel' buttons.

Case Number	Case Title	Case Category	Filed Date	Role	Name	Open / Closed
<a href="#">COA-26-CV-0062</a>	Morgan v. Bennett et al	Appeal Civil	18/03/2026	Respondent	Bennett, Casey	Open
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil	17/03/2026	Respondent	Bennett, Casey	Closed
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil	17/03/2026	Appellant	Morgan, Alex	Closed
<a href="#">COA-26-CV-0062</a>	Morgan v. Bennett et al	Appeal Civil	18/03/2026	Appellant	Morgan, Alex	Open
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil	17/03/2026	Respondent	Bennett Consulting Firm	Closed
<a href="#">COA-26-CV-0062</a>	Morgan v. Bennett et al	Appeal Civil	18/03/2026	Respondent	Bennett Consulting Firm	Open
<a href="#">M20098</a>	Toronto-Dominion Bank v. Aliferis, Peter et al	Originating Motion Civil	27/02/1997	Moving Party	Peter Aliferis et al	Closed
<a href="#">C8977</a>	White, Virginia et al v. Callahan, Tom	Appeal Civil	03/12/1991	Respondent	Schedule A, et al	Closed
<a href="#">C8978</a>	Courtage, Carol et al v. Callahan, Tom	Appeal Civil	03/12/1991	Respondent	Schedule A, et al	Closed
<a href="#">M36083</a>	Coote, Anthony v. Zellers et al	Originating Motion Civil	22/02/2008	Respondent	Zellers, HBC, et al	Closed
<a href="#">C62271</a>	Paccar Leasing Company Limited v. Sevco Corp. et al	Appeal Civil	20/06/2016	Appellant	Sevco Corporation et al	Closed
<a href="#">M21074</a>	Shillington, Warner v. Quebecor Inc. et al	Originating Motion Civil	19/08/1997	Respondent	Quebecor Inc. et al	Closed
<a href="#">M22383</a>	Shillington, Warner v. Quebecor Inc. et al	Non-Originating Motion	22/04/1998	Respondent	Quebecor Inc. et al	Closed
<a href="#">M36294</a>	Coote, Anthony v. Zellers et al	Non-Originating Motion	21/04/2008	Respondent	Zellers, HBC, et al	Closed
<a href="#">M36302</a>	Coote, Anthony v. Zellers et al	Non-Originating Motion	23/04/2008	Respondent	Zellers, HBC, et al	Closed
<a href="#">M52468</a>	Ernst & Young Inc et al v. Aquino, John et al	Non-Originating Motion	06/05/2021	Respondent	Ernst & Young Inc. et al	Closed
<a href="#">C43817</a>	BMO Bank of Montreal v. 1347859 Ontario Ltd. et al	Appeal Civil	06/07/2005	Respondent	1347859 Ontario Ltd. et al	Closed
<a href="#">C15447</a>	G. Alexander Promotions et al v. James, Elsworth et al	Appeal Civil	21/05/1993	Respondent	G. Alexander Promotions et al	Closed
<a href="#">M21227</a>	Royal Bank of Canada v. Conley Engineering LM et al	Originating Motion Civil	18/09/1987	Respondent	Conley Engineering LM et al	Closed

## 2 Case Information

---

### 2.1 Case View

The **Case View** page provides key information about a Court of Appeal case.

You can access it in two ways:

- From search results (see [section 1.6](#))
- From **My Work** (see [section 3](#))

The Case View page contains sections for:

- **Case details**
- **Parties and Representation details**
- **Hearing information**
- **Documents**
- **Ticklers (this feature is currently unavailable)**
- **Case Menu actions**

Each section is described below.

### Accessing the Case View Page

Select the **Case Number** from the Search Results or in My Cases.

CASE VIEW PAGE

Case View Morgan, Alex v. Bennett, Casey et al

### Court of Appeal

<p>Alex Morgan,</p> <p style="text-align: right;">Plaintiff (Appellant)</p>		<p style="text-align: right;">Case Number CDA 26 CV 0057</p>
v.		
<p>Casey Bennett and Bennett Consulting Corp.</p> <p style="text-align: right;">Defendant (Respondent)</p>		

---

Classification: [Appeal Civil](#) [All Other Matters](#) [Summary Judgment](#)  
 Filed Date: 17/03/2026 11:27  
 Open / Closed: [Open](#)

**Case Menu**

Actions

Printable View

**Parties**  
Shows the first few parties on the case.


<p><b>Alex Morgan</b> Appellant</p> <p><b>Casey Bennett</b> Respondent</p> <p><b>Bennett Consulting Firm</b> Respondent</p>	<p><b>Jordan Smith</b> Representation</p> <p><b>Lauren Mitchell</b> Representation</p> <p><b>Lauren Mitchell</b> Representation</p>
---	---






**Hearings**  
Shows the next few hearings scheduled on the case.

No future hearings were found.

[Documents](#) | [Parties](#) | [Hearings](#) | [Ticklers](#)

---

**Documents** 

Number ↑↓	Filed Date ↓	Type ↑↓	Subtype ↑↓	Submitted By	View
7	19/03/2026 9:18	Certificate	Lawyer Certificate of Service	Smith, Jordan On Behalf Of Morgan, Alex	
6	19/03/2026 9:02	Book	Appeal Book and Compendium	Smith, Jordan On Behalf Of Morgan, Alex	
5	17/03/2026 11:32	Certificate	Appellant's Certificate Respecting Evidence	Smith, Jordan On Behalf Of Morgan, Alex	
2	17/03/2026 11:28	Certificate	Lawyer Certificate of Service	Smith, Jordan On Behalf Of Morgan, Alex	
1	17/03/2026 11:27	Notice	Notice of Appeal	Smith, Jordan On Behalf Of Morgan, Alex	

Page 1 of 1      Go to page:        Items per page: (Showing 1 to 5 of 5)

**Case Details**

The top of the Case View page displays:

- Short Title of Proceedings
- Long Title of Proceedings
- Case Number
- Case Classification
- Filed Date and Time
- Case Status
- Status Change Date and Time

CASE DETAILS DISPLAYED ON THE CASE VIEW PAGE

Case View Morgan, Alex v. Bennett, Casey et al

**Court of Appeal**

<p>Alex Morgan,</p>	v.	<p>Plaintiff (Appellant)</p>
<p>Casey Bennett and Bennett Consulting Corp.</p>		<p>Defendant (Respondent)</p>

Case Number  
COA-26-CV-0057

---

Classification	Appeal Civil - All Other Matters - Summary Judgment
Filed Date	17/03/2026 11:27
Open / Closed	Open

## Parties and Representation

The main Case View page displays the first few parties and their representation details. To view all parties and their lawyers, select the **Parties** tab in the last section of the page.

The Parties tab includes a table with:

- Party names
- Party roles (e.g., Appellant, Respondent, Moving Party, Intervener)
- Status
- All associated lawyers and/or legal organizations

If a party has multiple lawyers, the full list appears in the Parties tab.

### PARTIES AND REPRESENTATION DETAILS ON CASE VIEW PAGE

#### Parties

Shows the first few parties on the case.

Alex Morgan Appellant	Jordan Smith Representation
Casey Bennett Respondent	Lauren Mitchell Representation
Bennett Consulting Firm Respondent	Lauren Mitchell Representation

#### Hearings

Shows the next few hearings scheduled on the case.

**Case Management**

Hearing Scheduled

12/05/2026  
0:00

Documents
Parties
Hearings
Ticklers

#### Parties

Role ↑↓	Name ↑↓	Status ↑↓	Representation
Appellant	Morgan, Alex	Active	Smith, Jordan Adams, Tanasha
Respondent	Bennett, Casey	Active	Mitchell, Lauren
Respondent	Bennett Consulting Firm	Active	Mitchell, Lauren Mitchell Partners LLP

Page 1 of 1

< Previous    Next >

Go to page

Items per page

(Showing 1 to 3 of 3)    25

Sorting and filtering tools are available:

- All column headers in the table are sortable.
- Select any column header to sort the list.
- Select it again to reverse the sort order.
- Use the **filter icon** in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.

Select **Update** to apply your filters.

## PARTIES TAB – FILTER AND SORT SIDEBAR

Appeal Public Portal

Open / Closed Open

**Parties**  
Shows the first few parties on the case.

Alex Morgan — Jordan Smith  
Appellant — Representation

Casey Bennett — Lauren Mitchell  
Respondent — Representation

Bennett Consulting Firm — Lauren Mitchell  
Respondent — Representation

**Hearings**  
Shows the next few hearings scheduled on the case.

**Case Management**  
Hearing Scheduled  
12/05/2026  
9:00

Documents **Parties** Hearings Ticklers

**Parties**

Role ↑↓	Name ↑↓	Status ↑↓	Representation
Appellant	Morgan, Alex	Active	Smith, Jordan Adams, Tanasha
Respondent	Bennett, Casey	Active	Mitchell, Lauren
Respondent	Bennett Consulting Firm	Active	Mitchell, Lauren Mitchell Partners LLP

Page 1 of 1      Go to page      Items per page

< Previous    Next >        Go    (Showing 1 to 3 of 3)    25

Filter and Sort ×

**Criteria**  
\* Indicates a required field.

Sort

Sort By

Relevance ▼

Name

Relevance ✓

Role

Status

**Update**

Cancel

## Hearings

The next scheduled hearing appears on the Case View page. To see all past and future hearings on the case, select the **Hearings** tab in the last section of the page.

This tab includes:

- **Hearing Date and Time**
- **Location**
- **Courtroom Number**
- **Hearing Type**
- **Hearing Status**
- **Video Streaming Link** (if applicable)

## HEARINGS INFORMATION ON THE CASE VIEW PAGE

### Parties

Shows the first few parties on the case.

Alex Morgan Appellant	—	Jordan Smith Representation
Casey Bennett Respondent	—	Lauren Mitchell Representation
Bennett Consulting Firm Respondent	—	Lauren Mitchell Representation

### Hearings

Shows the next few hearings scheduled on the case.

**Case Management**

Hearing Scheduled

12/05/2026  
9:00

Documents
Parties
Hearings
Ticklers

### Hearings

Hearing Date ↓	Location / Room	Type ↑↓	Status ↑↓	Assignment	Video Streaming Link
12/05/2026 9:00	Court of Appeal for Ontario - Courtroom Two	Case Management	Hearing Scheduled		<a href="#">Watch Hearing</a>

Page 1 of 1


< Previous    Next >

Go to page

Items per page

(Showing 1 to 1 of 1)    25

Sorting and filtering tools are available:

- All column headers in the table are sortable. By default, the table is sorted by the **Hearing Date** in descending order (newest to oldest).
- Select any column header to sort the list.
- Select it again to reverse the sort order.
- Use the **filter icon**  in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.

Select **Update** to apply your filters.

## HEARINGS – FILTER AND SORT SIDEBAR

Appeal Public Portal

(Respondent)

---

Classification Appeal Civil - All Other Matters - Summary Judgment  
 Filed Date 17/03/2026 11:27  
 Open / Closed Open

**Parties**  
Shows the first few parties on the case.

Alex Morgan Appellant	Jordan Smith Representation
Casey Bennett Respondent	Lauren Mitchell Representation
Bennett Consulting Firm Respondent	Lauren Mitchell Representation

**Hearings**  
Shows the next few hearings scheduled on the case.

**Case Management**  
Hearing Scheduled  
12/05/2026  
9:00

Documents Parties **Hearings** Ticklers

**Hearings**

Hearing Date ↓	Location / Room	Type ↑↓	Status ↑↓	Assignment	Video Streaming Link
12/05/2026 9:00	Court of Appeal for Ontario - Courtroom Two	Case Management	Hearing Scheduled		<a href="#">Watch Hearing</a>

Page 1 of 1      Go to page        Items per page (Showing 1 to 1 of 1) 25 ↓

Ontario Court of Appeal Public Portal

**Filter and Sort** ×

**Criteria**  
\* Indicates a required field.

**Sort**

Sort By  
 ↓

Direction  
 ↓







## Documents

The Documents tab lists all documents filed in the case.

You can see:

- **Document Type** (e.g., Certificate, Notice, Book)
- **Subtype** (Certificate of Perfection, Notice of Appeal, Exhibit Book)
- **Filed Date**
- **Submitted By**

## DOCUMENTS TAB IN THE CASE VIEW PAGE


Documents						
Number ↑↓	Filed Date ↓	Type ↑↓	Subtype ↑↓	Submitted By		View
7	19/03/2026 9:18	Certificate	Lawyer Certificate of Service	Smith, Jordan On Behalf Of Morgan, Alex		
6	19/03/2026 9:02	Book	Appeal Book and Compendium	Smith, Jordan On Behalf Of Morgan, Alex		
5	17/03/2026 11:32	Certificate	Appellant's Certificate Respecting Evidence	Smith, Jordan On Behalf Of Morgan, Alex		
2	17/03/2026 11:28	Certificate	Lawyer Certificate of Service	Smith, Jordan On Behalf Of Morgan, Alex		
1	17/03/2026 11:27	Notice	Notice of Appeal	Smith, Jordan On Behalf Of Morgan, Alex		

Page 1 of 1      Go to page       Go      Items per page (Showing 1 to 5 of 5)

### Viewing Documents

While all users can see what documents are filed, only verified parties on a case can view and download the documents. If you are not a party and wish to request access to a court document, visit the Court's Accessing Court Documents page.




To view a document on the portal:

- Select the **paper icon**  in the **View** column of the table in the Documents tab.
- The Documents overlay will open,
- Select **View** in the last column of the overlay to view or download a copy of the document.
- Some entries may be available in multiple documents (e.g. volumes).

## VIEW A DOCUMENT


## Documents ✕

**i** Document access is controlled by many factors, including the document type and your relationship to it. Some results may be unavailable, or completely suppressed, if you lack the appropriate access.

Name	Type	Pages	Size	View
ACBO.Vol 1.COA-26-CV-0057.pdf	pdf	1	131.7 KiB	<a href="#">View</a> 
ACBO.Vol 2.COA-26-CV-0057.pdf	pdf	1	131.7 KiB	<a href="#">View</a> 
ACBO.Vol 3.COA-26-CV-0057.pdf	pdf	1	131.7 KiB	<a href="#">View</a> 

[Close](#)

Sorting and filtering tools are available:

- All column headers in the table are sortable. By default, the table is sorted by the **Filed Date** in descending order (newest to oldest).
- Select any column header to sort the list.
- Select it again to reverse the sort order.
- Use the **filter icon**  in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.

Select **Update** to apply your filters.

## DOCUMENTS – FILTER AND SORT SIDEBAR

Appeal Public Portal

Shows the first few parties on the case.

- Alex Morgan, Appellant
- Casey Bennett, Respondent
- Bennett Consulting Firm, Respondent
- Jordan Smith, Representation
- Lauren Mitchell, Representation
- Lauren Mitchell, Representation

Shows the next few hearings scheduled on the case.

**Case Management**  
Hearing Scheduled  
12/05/2026 9:00

Filter and Sort

Criteria  
\* Indicates a required field.

Sort

Sort By  
Filed Date

Direction  
Descending

Update

Cancel

Documents

Documents Parties Hearings Ticklers

Documents

Number ↑↓	Filed Date ↓	Type ↑↓	Subtype ↑↓	Submitted By
7	19/03/2026 9:18	Certificate	Lawyer Certificate of Service	Smith, Jordan On Behalf Of Morgan, Alex
6	19/03/2026 9:02	Book	Appeal Book and Compendium	Smith, Jordan On Behalf Of Morgan, Alex
5	17/03/2026 11:32	Certificate	Appellant's Certificate Respecting Evidence	Smith, Jordan On Behalf Of Morgan, Alex
2	17/03/2026 11:28	Certificate	Lawyer Certificate of Service	Smith, Jordan On Behalf Of Morgan, Alex
1	17/03/2026 11:27	Notice	Notice of Appeal	Smith, Jordan On Behalf Of Morgan, Alex

Page 1 of 1

Go to page

< Previous Next >

Go

Items per page

(Showing 1 to 5 of 5)

25

Ontario Court of Appeal Public Portal

**Ticklers** - This feature is currently unavailable.

## TICKLERS ON CASE VIEW PAGE

Documents Parties Hearings **Ticklers**

Ticklers

Due Date ↑	Type ↑↓	Status ↑↓	Document ↑↓	Due From
No records were found.				

## Case Menu

The **Case Menu** is located on the left side of the Case View page.

Available options include:

- **Request Case Access** (registered Users only)
- **Create Filing** (registered User only)
- **Printable View**

## CASE MENU ON CASE VIEW PAGE

## Case View Morgan, Alex v. Bennett, Casey et al

Court of Appeal	
Alex Morgan,	Plaintiff
	(Appellant)
v.	
Casey Bennett and Bennett Consulting Corp.	Defendant
	(Respondent)
Case Number COA-26-CV-0057	
Classification Appeal Civil - All Other Matters - Summary Judgment	
Filed Date 17/03/2026 11:27	
Open / Closed Open	

Case Menu
Actions
Printable View

## Request Case Access

**Case access is restricted to parties involved in the case and their legal representatives.**

If you are a **self-represented party**, you may submit a **Case Access Request** through the portal so the Court can verify your connection to the case.

For **lawyers**, case access is usually granted automatically:

- If you file a document on a case as counsel for a party, you will be added to the case once the filing is accepted by the Court.
- Lawyers for the **opposing party** listed in the filing submission or in the initiating document (e.g., Notice of Appeal, Notice of Motion) will also receive access.

If you are a lawyer who represents a party **but were not included** in the original filing submission or initiating document, you will need to file a:

- **Notice of Appointment of Lawyer**, or
- **Notice of Change in Representation**,

to be added as counsel on the case.

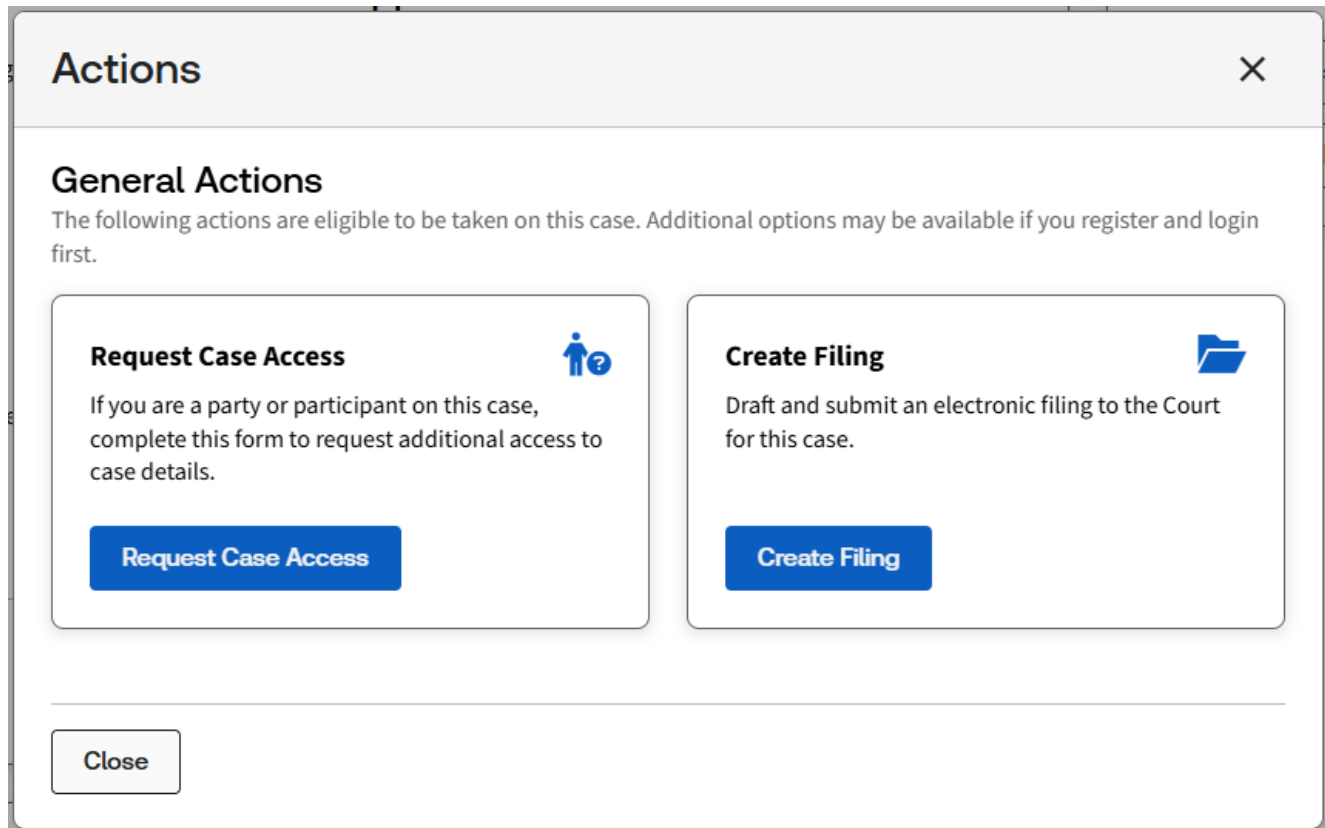
To request case access:

- Select **Actions** → **Request Case Access**
- You will be redirected to the **Request Access Public** page to complete the access request form. For detailed instructions on **requesting case access** refer to [section 2.2](#) of this user guide.

## Create Filing

- Select **Actions** → **Create Filing**
- You will be redirected to the **Create Filing** page. For detailed instructions on **filings** refer to [section 4](#) of this user guide.


### ACTIONS OVERLAY



**Actions** ×


### General Actions

The following actions are eligible to be taken on this case. Additional options may be available if you register and login first.

**Request Case Access** 

If you are a party or participant on this case, complete this form to request additional access to case details.

[Request Case Access](#)

**Create Filing** 

Draft and submit an electronic filing to the Court for this case.

[Create Filing](#)

[Close](#)

## Printing Case View page

Displays all Case View information on one page to save or print.

1. Select **Printable View**.

CASE MENU – PRINTABLE VIEW

Case View Morgan, Alex v. Bennett, Casey et al

**Court of Appeal**

<p>Alex Morgan,</p> <p style="text-align: right;">Plaintiff (Appellant)</p>	v.	<p style="text-align: right;">Case Number COA-26-CV-0057</p> <p style="text-align: left;">Casey Bennett and Bennett Consulting Corp.</p> <p style="text-align: left;">Defendant (Respondent)</p>
---	----	--

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Classification Appeal Civil - All Other Matters - Summary Judgment  
 Filed Date 17/03/2026 11:27  
 Open / Closed Open

**Case Menu**

Actions

Printable View

- Open the browser menu.
- Select **Print**, or press **CTRL + P**.

PRINTABLE VIEW – BROWSER MENU

Case View Morgan, Alex v. Bennett, Casey et al

**Verified Party**  
As a party on this case you have enhanced access to it. This may allow you to view information in the content shown here.

<p>Alex Morgan,</p> <p style="text-align: right;">Plaintiff (Appellant)</p>	v.	<p style="text-align: right;">Casey Bennett and Bennett Consulting Corp.</p> <p style="text-align: left;">Defendant (Respondent)</p>
---	----	--

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Classification Appeal Civil - All Other Matters - Summary Judgment  
 Filed Date 17/03/2026 11:27  
 Open / Closed Open  
 Status Open  
 Status Date 17/03/2026 11:28

Back Alt+Left Arrow

Forward Alt+Right Arrow


Reload Ctrl+R

---

Save as... Ctrl+S


Print... Ctrl+P


Cast...

 Search this tab with Google Lens


Open in reading mode

---

 Create QR Code for this page

 Translate to English

---

 Adobe Acrobat: Create, edit PDFs and PDF Spaces >

---

View page source Ctrl+U

Inspect

**Case Menu**

Actions

## 2.2 Request Case Access

A **Verified Party** is a person whose connection to a case has been confirmed by the Court of Appeal. Only verified parties and their legal representatives can view case information that is not publicly accessible, such as documents and panel information.

### Who can Request Case Access

Case access is restricted to:

#### 1. Parties to the case

- If you are a self-represent litigant who filed the case at the Court of Appeal, you will automatically be granted access once the filing is accepted.
- If you are a self-represented litigant who did not file the case (e.g. Respondent), you must submit a Case Access Request so the Court can verify your involvement.

#### 2. Lawyers representing a party

Lawyers usually receive access automatically when:

- they file a document on the case,
- they are counsel for the appellant or moving party, or
- they are listed as counsel for the opposing party in the initiating filing submission or initiating document

If you represent a party but were not included in the initial filing or initiating document, you must file one of the following before access can be added to your portal account:

- A **Notice of Appointment of Lawyer** (*Form 15B – Civil*), or
- A **Notice of Change in Representation** (*Form 15A – Civil or Form 9 – Criminal*).

This allows the Court to formally add you to the case and grant access.

**Important:** Only parties to the case should submit a Case Access Request for the portal. If you are not a party and wish to request access to a court document, visit the Court's Accessing Court Documents page.

### How to Request Case Access


You can access the request form in two ways:

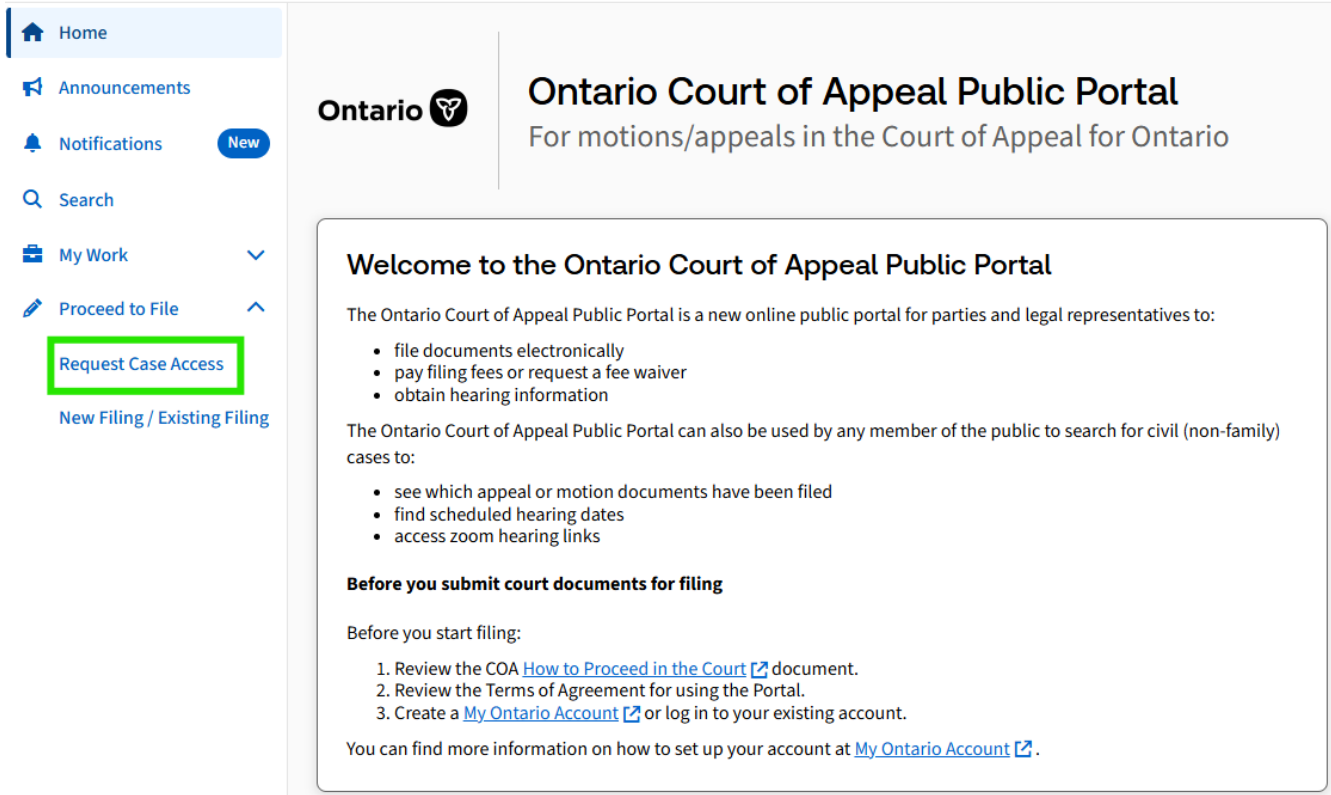
#### 1. From the **Navigation Menu**

- Select **Proceed** to File from the navigating menu.

- Select **Request Case Access**.

### REQUEST CASE ACCESS FROM NAVIGATION MENU

Ontario  Ontario Court of Appeal Public Portal

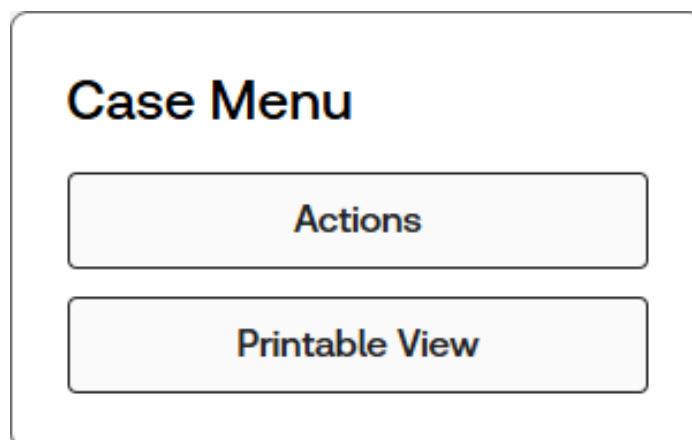


The screenshot shows the Ontario Court of Appeal Public Portal interface. On the left is a navigation menu with the following items: Home, Announcements, Notifications (with a 'New' badge), Search, My Work, Proceed to File, and Request Case Access (highlighted with a green box). Below the navigation menu is a link for 'New Filing / Existing Filing'. The main content area features the Ontario logo and the text 'Ontario Court of Appeal Public Portal For motions/appeals in the Court of Appeal for Ontario'. A central box contains a welcome message and instructions for using the portal, including a list of actions like filing documents, paying fees, and obtaining hearing information. It also provides instructions for public users to search for cases and lists steps for submitting court documents for filing.

## 2. From the **Case View** Page

- Select **Actions** from the **Case Menu**.
- Choose **Request Case Access** from the overlay.

### CASE MENU



The screenshot shows a 'Case Menu' overlay with two buttons: 'Actions' and 'Printable View'.

## Complete the Case Access Request

On the Request Access page:

- Enter the Court of Appeal Case Number.
- Upload supporting documentation that verifies your role in the case (a letter requesting reason for access and your current contact information).
- Add any additional comments (optional)
- Select **Submit Request**.

### REQUEST ACCESS PAGE

## Request Access Public

**Public User**

Please complete the following form to request additional access to your cases within this system.

\* Indicates a required field.

**Case Number\***

**Reference File\***

Please provide a letter requesting reason for access and your current contact information. Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

Test Document.docx

[View Acceptable File Types](#)

**Comments**

Please provide additional details regarding why you believe you should have access to this case record.

---

## After You Submit the Request

You will receive a notification either:

- In the portal,
- By email,
- Both (depending on your [Notification Preferences](#)).

The Court will review your request and notify you of the outcome.

If your request is rejected, you can:

- View the Court’s comments under User Access in your [User Profile](#)
- [Contact the Court](#) for more information if needed

### USER ACCESS REQUEST HISTORY

**User Profile** Jordan Smith

Login Account

Login History

Name

Preferences

Address

Contact

Associated Organization

Support Staff

Calendar Subscriptions

Notification Preferences

**User Access**

**User Access**

Displays the user access types that have been granted to your account. You may also submit requests for additional access.

**User Requests** ✕

User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Lawyer 8b457b4c-c0ac-4c8d-9db0-3c775370d83a	03/02/2026 11:38	03/02/2026 11:39	Rejected		Duplicate request
Lawyer 12739dd5-ba96-448f-8dae-84e3d4fc4d2f	03/02/2026 11:24	03/02/2026 11:32	Accepted		

Page 1 of 1
Go to page
Items per page

< Previous
Next >


(Showing 1 to 2 of 2)

## 3 My Work

---

The My Work menu is found in the **Navigation Menu** on the left of every page.

### Sorting and Filtering Table (Applies to Sections 3.1 – 3.6)

Many pages in the **My Work** section include tables that display information such as filings, cases, hearings, e-service documents, or receipts. All tables throughout sections **3.1 to 3.6** use the same sorting and filtering tools.


#### Sorting Columns

All **column headers** (except View) are sortable.

- Select any column header to sort the table.
- Select the same header again to reverse the sort order.
- Each table has its own default sort (e.g., newest to oldest).

#### Filter & Sort Sidebar

To refine the table results:

- Select the **Filter icon** 
- Enter or select your filter criteria.
- Select **Update** to apply the changes.

You may close the sidebar at any time to return to the full table.

### 3.1 My Filings

The **My Filings** page displays a table with all filings you have created or submitted in the portal.

To access this page:

1. Select **My Work** in the left navigation menu.
2. Select **My Filings** from the dropdown.

#### What You Will See on the My Filings Page

Each row in the table represents one filing submission. This table includes:

- **Filing Reference Number and Name**
- **Case File Number**
- **Case Classification** (Type)

- **Lead Document**
- **Status** (Draft, Received, Approved or Rejected)
- **Status Date** (most recent update on the filing)

## PORTAL MY FILINGS PAGE

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work ^
- My Filings
- My Cases
- My Hearings
- My e-Service Received
- My Receipts
- My Purchased Documents
- Proceed to File ^
- Request Case Access
- New Filing / Existing Filing

### My Filings

Reference Number ↑↓	Case ↑↓	Case Classification ↑↓	Lead Document ↑↓	Status ↑↓	Status Date ↓
<a href="#">1847-5C6C-1A94-9182</a> Notice of Appeal (Criminal) - Solicitor - Criminal Appeal [Form 12], ORB Appeal [Form 21] or POA Appeal [Form 4] - Lipsky File	New Case Filing	Appeal Criminal - Solicitor - Appeal - Criminal	Notice - Notice of Appeal	Draft	02/04/2026 11:32
<a href="#">6093-DE57-FFFE-7612</a> Notice of Appeal (Civil) [Form 61A.2]	New Case Filing	Appeal Civil - All Other Matters - Other	Notice - Notice of Appeal	Received	02/04/2026 11:14
<a href="#">E5D5-1BCA-31B7-ABBB</a> Appeal Book and Compendium (Civil) - copy - copy	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Book - Appeal Book and Compendium	Draft	02/04/2026 8:51
<a href="#">5155-6F56-7F53-7DA3</a> Appeal Book and Compendium (Civil) - copy	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Book - Appeal Book and Compendium	Rejected	02/04/2026 8:46
<a href="#">F736-E84D-C367-770F</a> Appeal Book and Compendium (Civil)	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Book - Appeal Book and Compendium	Draft	01/04/2026 16:31
<a href="#">2E2C-DA69-8304-8E7B</a> Notice of Appeal (Civil) [Form 61A.2] Morgan File	New Case Filing	Appeal Civil - All Other Matters - Other	Notice - Notice of Appeal	Draft	01/04/2026 16:09
<a href="#">05E4-EF50-FF8D-976C</a> Notice of Motion (Civil Family) - Originating Motion for Leave to Appeal [Form 61A.1]	New Case Filing	Originating Motion Civil - Family - Leave to Appeal	Notice - Notice of Motion	Rejected	01/04/2026 15:41
<a href="#">D4F2-3BE1-20E8-EC26</a> Notice of Motion (Civil Family) - Non-Originating Motion [Form 61M (Single Judge) or Form 61O (Panel)] - Taylor v. Taylor Motion to Stay	New Case Filing	Non-Originating Motion - Civil - Motion - Family	Notice - Notice of Motion	Draft	01/04/2026 8:38
<a href="#">4D81-D5C5-EBBB-07B3</a> Crown Assignment (Criminal)	<a href="#">COA-25-CR-0561</a> R. v. Gallant, Jason	Appeal Criminal - Solicitor - Indictable Sentence	Event - Crown Assignment	Draft	31/03/2026 16:44

## Working With Your Filings

### View Filing Details

Select the **Reference Number** to open the **Manage Filing** page for that submission. From there, you can:

- finish or continue working on a draft filing
- review all filing information
- access uploaded documents in the submission
- view the full status history for the filing
- see rejection reasons from the Court (if the filing was rejected)
- make corrections and resubmit a rejected filing

### Open the Case View Page

Select the **Case File Number** to open the **Case View** page for that case.

## Sorting and Filtering Filings

Since all My Work tables use the same tools, refer to the **Sorting and Filtering Tables** section at the top of section 3 for full instructions. By default, the My Filings table is sorted by **Status Date** in descending order (newest to oldest).

### MY FILINGS – FILTER AND SORT SIDEBAR

Appeal Public Portal

#### My Filings

Reference Number ↑↓	Case ↑↓	Case Classification ↑↓	Lead Document ↑↓	Status ↑↓	Status Date ↑↓
<a href="#">B463-B747-5B5E-352E</a> Appellant Book of Authorities - copy	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Book - App. Book of Authorities	Received	20/03/2026 14:56
<a href="#">F1EE-E355-59E0-CAB1</a> Appellant Book of Authorities	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Book - App. Book of Authorities	Rejected	20/03/2026 14:56
<a href="#">FAB4-F4D8-F46D-CEA9</a> Affidavit	<a href="#">COA-26-CV-0055</a> Test v. TEST	Appeal Civil - Bankruptcy and Insolvency - Other	Document - Affidavit	Approved	20/03/2026 12:04
<a href="#">9AB5-1033-BA91-B9E0</a> Notice of Appeal (Civil) - Bankruptcy and Insolvency [Form 61A.2]	New Case Filing	Appeal Civil - Bankruptcy and Insolvency - Other	Notice - Notice of Appeal	Received	20/03/2026 11:54
<a href="#">987A-BBAF-8482-1511</a> Notice of Appeal (Civil) - Bankruptcy and Insolvency [Form 61A.2]	New Case Filing	Appeal Civil - Bankruptcy and Insolvency - Other	Notice - Notice of Appeal	Received	20/03/2026 11:48
<a href="#">0094-D665-4D93-97E2</a> Notice of Appeal (Civil) - Bankruptcy and Insolvency [Form 61A.2]	New Case Filing	Appeal Civil - Bankruptcy and Insolvency - Other	Notice - Notice of Appeal	Received	20/03/2026 11:28
<a href="#">6144-E7FE-5343-567E</a> Notice of Appeal (Criminal) - Inmate - Criminal Appeal [Form 20] - copy	New Case Filing	Appeal Criminal - Inmate - Appeal - Criminal	Notice - Notice of Appeal	Draft	20/03/2026 10:51
<a href="#">5884-5A51-5F75-8B8C</a> Notice of Appeal (Criminal) - Inmate - Criminal Appeal [Form 20]	New Case Filing	Appeal Criminal - Inmate - Appeal - Criminal	Notice - Notice of Appeal	Rejected	20/03/2026 10:51
<a href="#">D9A1-B3F9-3F1D-28BB</a> Appeal Book (Criminal) (Supplementary) - Respondent	<a href="#">COA-26-CV-0062</a> Morgan v. Bennett et al	Appeal Civil - All Other Matters - Summary Judgment	Book - Supp. Resp. Appeal Book	Draft	19/03/2026 14:59
<a href="#">825A-D84A-D793-E1BA</a>					

**Filter and Sort** ×

**Search Criteria**  
\* Indicates a required field.

Sort  
Sort By  
Status Date

Direction  
Descending

Reference Number

Reference Name

Case Number

Case Title

Lead Document  
You must select a Court first.  
Any type

## Filing Statuses – Quick Reference

Filing Status	Meaning
Draft	Filing has been started but not submitted
Received	Filing has been submitted and is waiting to be reviewed by the Court
Approved	Filing has been accepted
Rejected	Filing was not accepted; the user must correct and resubmit

## 3.2 My Cases

The **My Cases** page displays a table with all cases where you are a verified party. This page allows you to quickly review all Court of Appeal cases associated with your portal account.

To access this page:

1. Select **My Work** in the left navigation menu.
2. Select **My Cases**.

### What You Will See on the My Cases Page

Each row in the table represents a case associated with your account. The table displays:

- **File Number**
- **Title** (Short Title of Proceedings)
- **Classification** (Type)
- **Status** (Open/Closed)
- **Filed Date**

#### PORTAL MY CASES PAGE

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work ^
- My Filings
- My Cases
- My Hearings
- My e-Service Received
- My Receipts
- My Purchased Documents
- Proceed to File v

### My Cases

Case Number ↑↓	Case Title ↑↓	Classification ↑↓	Status ↑↓	Filed Date ↓
<a href="#">COA-26-CV-0062</a>	Morgan v. Bennett et al	Appeal Civil - All Other Matters - Summary Judgment	Open	18/03/2026 15:43
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Decision released, to be closed	17/03/2026 11:27
<a href="#">COA-26-CV-0050</a>	Backpack Inc. v. Handbag Ltd.	Appeal Civil - Bankruptcy and Insolvency - Other	Open	13/03/2026 13:40
<a href="#">COA-26-CV-0123</a>	Taylor v. Taylor	Appeal Civil - Family - Summary Judgment	Open	11/03/2026 15:16

Page 1 of 1      Go to page

Items per page

(Showing 1 to 4 of 4)

## Working With Your Filings

### Open the Case View Page

Select the **Case File Number** link to open the full Case View page for that case.

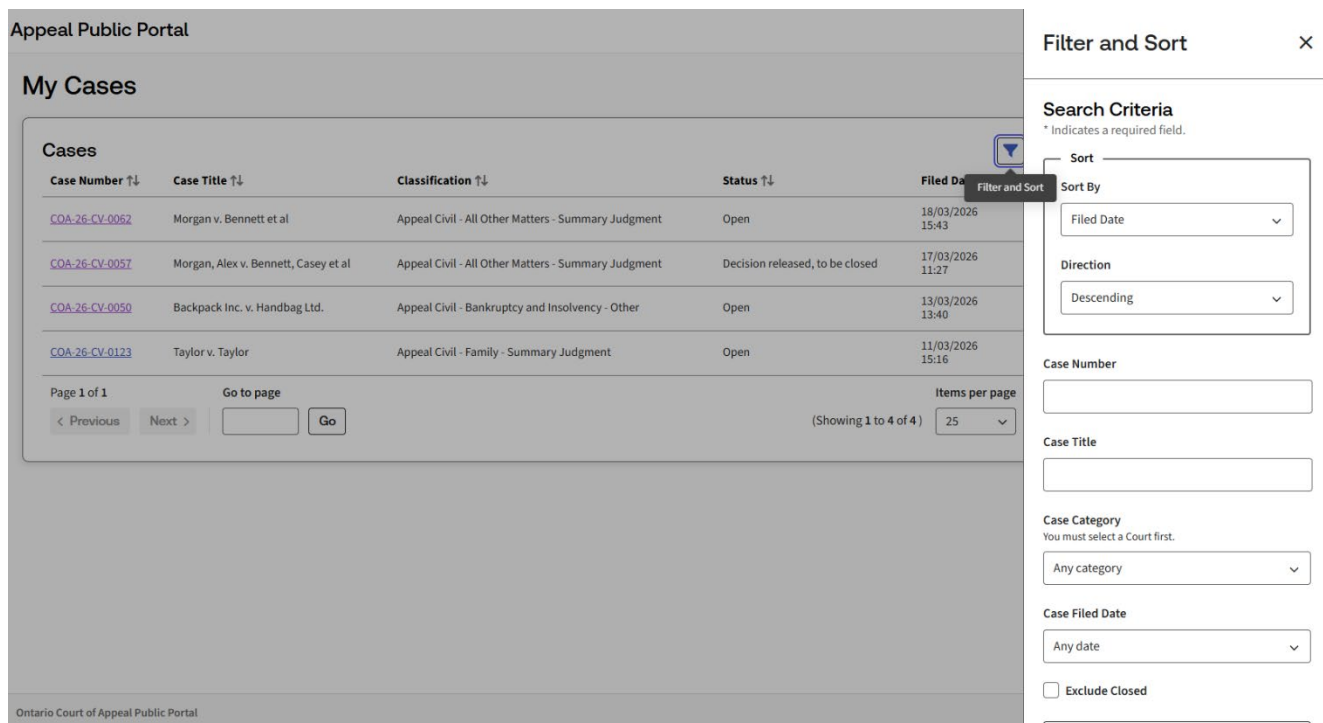
From Case View, you can:

- review all case details
- view parties and representation
- see hearing information
- view documents

## Sorting and Filtering Cases

The My Cases table uses the same sorting and filtering tools as other My Work pages. Refer to **Sorting and Filtering Tables** at the top of section 3 for full instructions. By default, the table is sorted by **Filed Date** in descending order (newest to oldest).

### MY CASES – FILTER AND SORT SIDEBAR



Appeal Public Portal

#### My Cases

Case Number ↑↓	Case Title ↑↓	Classification ↑↓	Status ↑↓	Filed Date ↑↓
<a href="#">COA-26-CV-0052</a>	Morgan v. Bennett et al	Appeal Civil - All Other Matters - Summary Judgment	Open	18/03/2026 15:43
<a href="#">COA-26-CV-0057</a>	Morgan, Alex v. Bennett, Casey et al	Appeal Civil - All Other Matters - Summary Judgment	Decision released, to be closed	17/03/2026 11:27
<a href="#">COA-26-CV-0050</a>	Backpack Inc. v. Handbag Ltd.	Appeal Civil - Bankruptcy and Insolvency - Other	Open	13/03/2026 13:40
<a href="#">COA-26-CV-0123</a>	Taylor v. Taylor	Appeal Civil - Family - Summary Judgment	Open	11/03/2026 15:16

Page 1 of 1      Go to page      Items per page

< Previous    Next >    [ ]    Go    (Showing 1 to 4 of 4)    25    v

**Filter and Sort** ×

**Search Criteria**  
\* Indicates a required field.

Sort

Sort By  
Filed Date v

Direction  
Descending v

Case Number  
[ ]

Case Title  
[ ]

Case Category  
You must select a Court first.  
Any category v

Case Filed Date  
Any date v

Exclude Closed

Ontario Court of Appeal Public Portal

### 3.3 My Hearings

The **My Hearings** page displays a table with all upcoming hearings for cases where you are a verified party. This page allows you to quickly review your scheduled appearances and access hearing details.

To access this page:

1. Select **My Work** in the left navigation menu.
2. Select **My Hearings**.

### What You Will See on the My Cases Page

Each row in the table represents a scheduled hearing for one of your cases. The table includes:

- **Hearing Date and Time**
- **Location**
- **Courtroom Number**
- **Case File Number and Case Title**
- **Hearing Type**
- **Hearing Status**

#### PORTAL MY HEARINGS PAGE

Ontario Court of Appeal Public Portal

- [Home](#)
- [Announcements](#)
- [Notifications New](#)
- [Search](#)
- [My Work](#)
- [My Filings](#)
- [My Cases](#)
- [My Hearings](#)
- [My e-Service Received](#)
- [My Receipts](#)
- [My Purchased Documents](#)
- [Proceed to File](#)

### My Hearings

Hearings					
Hearing Date ↑	Location ↑↓	Room ↑↓	Case ↑↓	Type ↑↓	Status ↑↓
<a href="#">12/05/2026 0:00</a>	Court of Appeal for Ontario	Courtroom Two	<a href="#">COA-26-CV-0050</a> Backpack Inc. v. Handbag Ltd.	Status Court	Hearing Scheduled
<a href="#">12/05/2026 9:00</a>	Court of Appeal for Ontario	Courtroom Two	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Case Management	Hearing Scheduled

Page 1 of 1      Go to page:        Items per page: (Showing 1 to 2 of 2)

### Working With Your Cases

#### Open the Case View Page

Select the **Case File Number** link to open the full Case View page for that case.

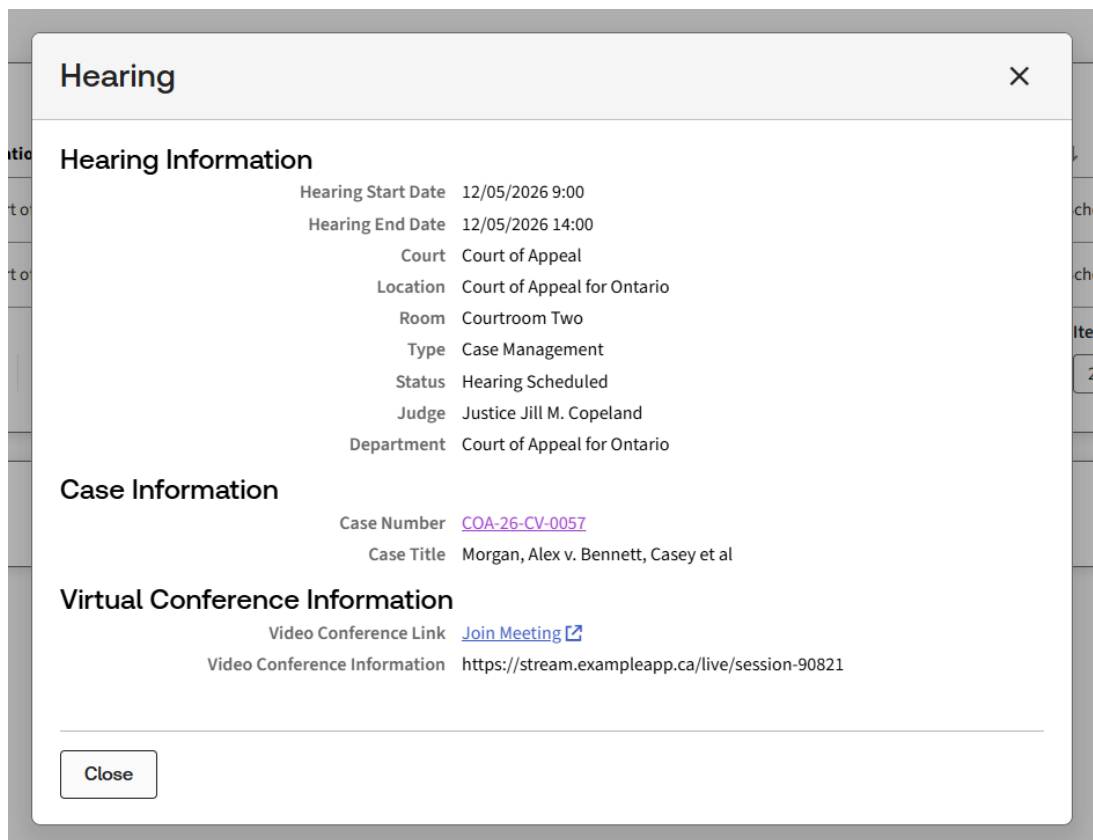
From Case View, you can review:

- parties and representation
- all hearing dates
- documents filed
- case status

### Open the Hearing Overlay

Select the **Hearing Date** to view additional hearing details, such as hearing start and end time, and panel information.

#### HEARING DETAILS OVERLAY



The screenshot shows a modal window titled "Hearing" with a close button (X) in the top right corner. The window is divided into three sections:

- Hearing Information:**
  - Hearing Start Date: 12/05/2026 9:00
  - Hearing End Date: 12/05/2026 14:00
  - Court: Court of Appeal
  - Location: Court of Appeal for Ontario
  - Room: Courtroom Two
  - Type: Case Management
  - Status: Hearing Scheduled
  - Judge: Justice Jill M. Copeland
  - Department: Court of Appeal for Ontario
- Case Information:**
  - Case Number: [COA-26-CV-0057](#)
  - Case Title: Morgan, Alex v. Bennett, Casey et al
- Virtual Conference Information:**
  - Video Conference Link: [Join Meeting](#)
  - Video Conference Information: <https://stream.exampleapp.ca/live/session-90821>

A "Close" button is located at the bottom left of the overlay.

### Sorting and Filtering Hearings

As with all pages in section 3, the My Hearings table uses the common sorting and filtering tools described at the top of section 3. By default, the table is sorted by **Hearing Date** in ascending order (earliest upcoming hearing first).

## MY HEARINGS – FILTER AND SORT SIDEBAR

**Filter and Sort** [X]

**Search Criteria**  
\* Indicates a required field.

**Sort**

Sort By:

Direction:

**Location**  
You must select a Court first.

**Hearing Date\***  
Effective range from 02/04/2026 to 02/10/2026.

**Case Number**

**My Hearings**

Hearing Date ↑	Location ↑↓	Room ↑↓	Case ↑↓	Type ↑↓	Status ↑↓
<a href="#">12/05/2026 0:00</a>	Court of Appeal for Ontario	Courtroom Two	<a href="#">COA-26-CV-0050</a> Backpack Inc. v. Handbag Ltd.	Status Court	Hearing Scheduled
<a href="#">12/05/2026 9:00</a>	Court of Appeal for Ontario	Courtroom Two	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Case Management	Hearing Scheduled

Page 1 of 1      Go to page:        Items per page:

< Previous    Next >

Ontario Court of Appeal Public Portal

### Calendar Subscription (Optional)

You may subscribe to your hearing schedule so it automatically appears in your calendar application (Outlook, Google Calendar, etc.).

To subscribe:

1. Select **Subscribe** at the bottom of the Hearings table.

### SUBSCRIBE TO CALENDAR BUTTON

Ontario Court of Appeal Public Portal

**My Hearings**

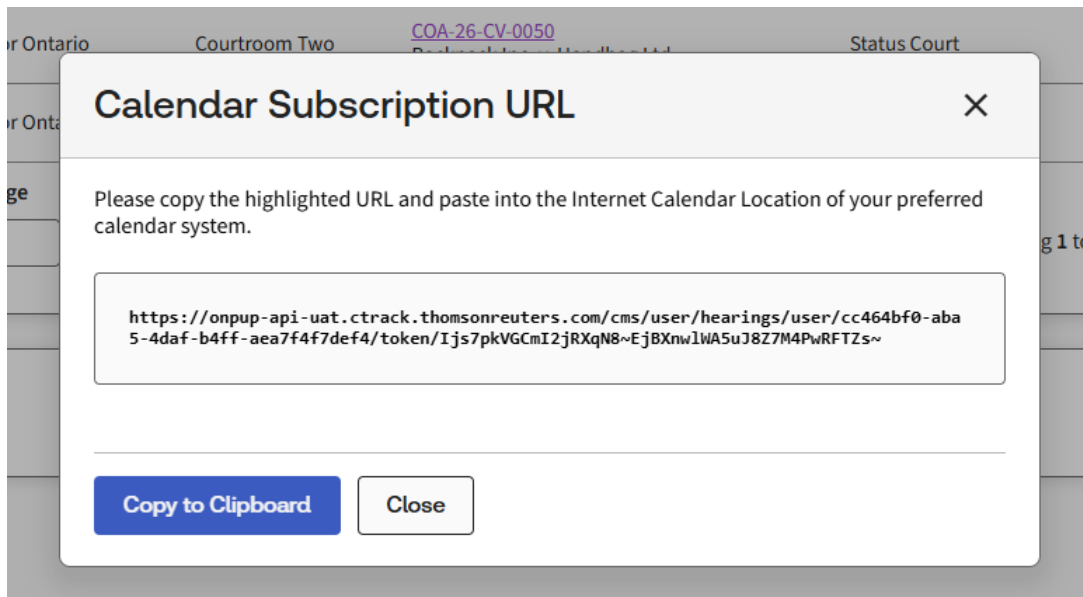
Hearing Date ↑	Location ↑↓	Room ↑↓	Case ↑↓	Type ↑↓	Status ↑↓
<a href="#">12/05/2026 0:00</a>	Court of Appeal for Ontario	Courtroom Two	<a href="#">COA-26-CV-0050</a> Backpack Inc. v. Handbag Ltd.	Status Court	Hearing Scheduled
<a href="#">12/05/2026 9:00</a>	Court of Appeal for Ontario	Courtroom Two	<a href="#">COA-26-CV-0057</a> Morgan, Alex v. Bennett, Casey et al	Case Management	Hearing Scheduled

Page 1 of 1      Go to page:        Items per page:

< Previous    Next >

2. The **Calendar Subscription URL** overlay will open. Select **Copy of Clipboard** to copy your unique subscription link.
3. Paste the link into your calendar application using the **Add calendar by URL** feature. For detailed instructions on adding Calendar Subscriptions, refer to [section 1.3](#) of this user guide.

CALENDAR SUBSCRIPTION URL




## 3.4 My e-Service Received

The **My e-Service Received** page displays a table with all documents the Court of Appeal has electronically served on you through the portal. Examples include notices, orders, letters, and other Court communications.

To access this page:

1. Select **My Work** in the left navigation menu.
2. Select **My e-Service Received**.

### New or Unread Documents

A the '**New**' icon  will appear next to My e-Service Received when new documents have been delivered to you.

You may also receive:

- In-portal notifications (if enabled), and/or
- Email notifications

For detailed instructions on setting your notification preferences, refer to [section 1.3](#) of this user guide.

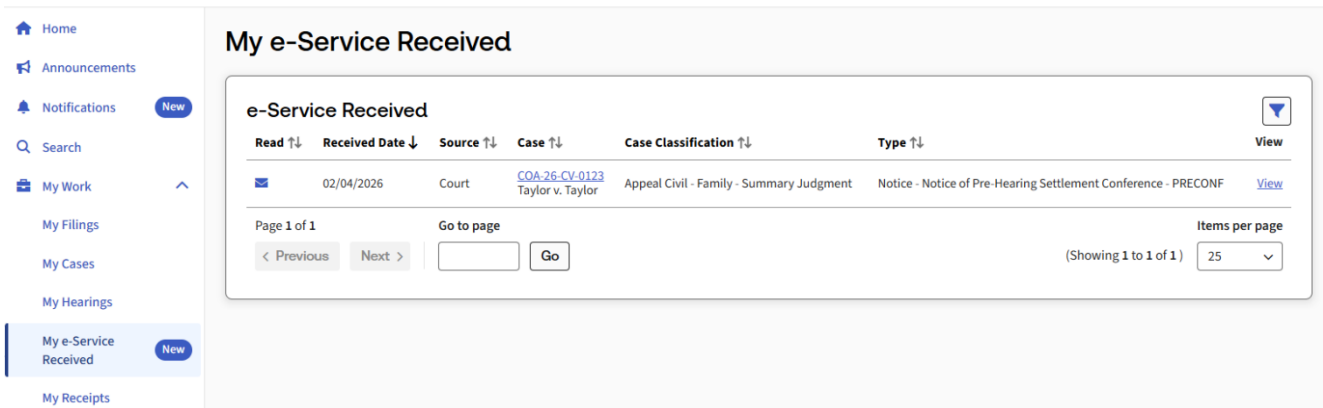
### What You Will See on the My e-Service Received Page

Each row in the table represents a document sent to you by the Court. The table displays:

- **Received Date**
- **Source (e.g. Court)**
- **Case File Number**
- **Case Classification**
- **Document Type**

## MY E-SERVICE RECEIVED PAGE

Ontario Court of Appeal Public Portal



**My e-Service Received**

Read ↑↓	Received Date ↓	Source ↑↓	Case ↑↓	Case Classification ↑↓	Type ↑↓	View
	02/04/2026	Court	<a href="#">COA-26-CV-0123</a> Taylor v. Taylor	Appeal Civil - Family - Summary Judgment	Notice - Notice of Pre-Hearing Settlement Conference - PRECONF	<a href="#">View</a>

Page 1 of 1      Go to page      Items per page

< Previous    Next >        Go    (Showing 1 to 1 of 1)    25

## Working With Your Document

### Open the Case View Page

Select the **Case File Number** link to open the full Case View page for that document's case.

### View the Document

Select **View** to:

- open the Filing Service page
- review high-level information about the document
- open or download the document in a new browser tab

## VIEW E-SERVED DOCUMENT

### Filing Service

**Existing Case Document**

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Case Title  
Taylor v. Taylor

Case Classification  
Appeal Civil - Family - Summary Judgment

Document Name  
Notice - Notice of Pre-Hearing Settlement Conference - PRECONF (Jordan Smith)

Submitted By  
Court

**i** This service record was first read on  
02/04/2026 11:10

**Document**

You have been electronically served the following documents which have been submitted to the court. The original submitted documents are available to view now, and the official documents will become available once the filing is accepted by the court.

Document Name	Docket Entry	View
Notice - Notice of Pre-Hearing Settlement Conference - PRECONF (Jordan Smith)		<a href="#">View</a>

## Sorting and Filtering e-Service Received

The My e-Service Received table uses the same sorting and filtering tools described in Sorting and Filtering Tables. By default, the table is sorted by the **Received Date** in descending order (newest first).

### MY E-SERVICE – FILTER AND SORT SIDEBAR

Appeal Public Portal

**My e-Service Received**

**e-Service Received**

Read ↑↓	Received Date ↓	Source ↑↓	Case ↑↓	Case Classification ↑↓	Type ↑↓
	02/04/2026	Court	<a href="#">COA-26-CV-0123</a> Taylor v. Taylor	Appeal Civil - Family - Summary Judgment	Notice - Notice of Pre-Hearing Settlement Conference - PRECONF <a href="#">View</a>

Page 1 of 1      Go to page:

Items per page:

(Showing 1 to 1 of 1)

**Filter and Sort** ×

**Search Criteria**  
\* Indicates a required field.

Sort

Sort By:

Direction:

Case Number:

Received Date  
Effective range from 02/01/2026 to 02/04/2026.

Show Unread Only

### 3.5 My Receipts

The **My Receipts** page displays a table with all payment receipts associated with your portal account. These receipts are generated when you pay filing fees through the portal.

To access this page:

- Select **My Work** in the left navigation menu.
- Select **My Receipts**.

#### What You Will See on the My Receipts Page

Each row in the table represents one receipt generated through your account. The table includes:

- **Transaction Date**
- **Receipt Number**
- **Receipt Type**
- **Receipt Status**
- **Amount**

#### MY RECEIPTS PAGE

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work
- My Filings
- My Cases
- My Hearings
- My e-Service Received
- My Receipts
- My Purchased Documents

### My Receipts

Transaction Date ↓	Receipt Number ↑↓	Receipt Type ↑↓	Status ↑↓	Amount ↑↓
02/04/2026 11:13	<a href="#">0068-B5A3-7631-FD1E</a>	Filing Fees	Processed	\$ 243.00

Page 1 of 1

Go to page

Items per page  
 (Showing 1 to 1 of 1)

### Working With Your Receipts

#### View a Receipt

Select the **Receipt Number** link to open a detailed view of the receipt. This may include:

- payment details
- filing or document information

- amount paid
- transaction reference information

### VIEW RECEIPT

**Receipt 0068-B5A3-7631-FD1E**

**Details**  
The transaction details of this purchase order are displayed below. The Receipt Number and Payment Processor Number are unique identifiers for the transaction that should be provided to system administrators if any assistance is required.

Receipt Number 0068-B5A3-7631-FD1E  
 Receipt Type Filing Fees  
 Transaction Date 02/04/2026 11:13  
 Payment Processor Number 10338831  
 Purchased By Jordan Smith  
 Status Processed  
 Amount \$ 243.00

**Order Summary**  
The order summary of this transaction is as follows:

<b>Notice - Notice of Appeal - Filing Fees</b>	\$ 243.00
Notice of Appeal - Alex Morgan	\$ 243.00
<b>Grand Total</b>	<b>\$ 243.00</b>

**Line Items**  
Displays the filing(s) associated with this receipt.

Filing	Case	Lead Document	Fee Amount	Amount Due
<a href="#">6093-DE57-FFFE-7612</a> Notice of Appeal (Civil) [Form 61A.2]	New Case Filing	Notice - Notice of Appeal	\$ 243.00	\$ 243.00

### Sorting and Filtering Receipts

The My Receipts table uses the same tools described in the shared Sorting and Filtering Tables section. By default, the table is sorted by the **Transaction Date** in descending order (most recent receipt first).

### MY RECEIPTS – FILTER AND SORT SIDEBAR

**My Receipts**

Transaction Date ↓	Receipt Number ↑↓	Receipt Type ↑↓	Status ↑↓	Amount ↑↓
02/04/2026 11:13	<a href="#">0068-B5A3-7631-FD1E</a>	Filing Fees	Processed	\$ 243.00

Page 1 of 1 | Go to page:  | Go | Items per page: 25 (Showing 1 to 1 of 1)

**Filter and Sort** ×

**Search Criteria**  
\* Indicates a required field.

Sort

Sort By: Transaction Date

Direction: Descending

Transaction Date: Any date

Receipt Number:

Receipt Type: Any type

Status: Any status

**Update**

### 3.6 My Purchased Documents


This option is not currently available through the portal.

#### MY PURCHASED DOCUMENTS – FEATURE NOT AVAILABLE

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work ^
  - My Filings
  - My Cases
  - My Hearings
  - My e-Service Received
  - My Receipts
  - My Purchased Documents**
- Proceed to File ∨

#### My Purchased Documents

Documents						
Case ↑↓	Document ↑↓	Receipt Date ↓	Document Name ↑↓	Pages ↑↓	View	
No records were found.						

## 4 Filing

---

The portal e-filing process has two main parts:

### 1. Create Filing

In the first stage, you set up the filing by choosing the type of filing and entering the basic information the Court needs to identify the submission. This includes choosing the lead document and providing any required preliminary details. Think of this stage as creating the “shell” of your filing before you add documents and case information.

### 2. Manage Filing

In the second stage, you complete all remaining information required for the Court to accept your submission. This includes adding parties (if applicable), uploading all required documents, entering filing details, adding originating court information (if needed), and completing payment. This is where you review, finalize, and submit the full filing package to the Court.

## 4.1 Create a Filing

### File a New Appeal or Motion

You can file a new appeal or motion directly through the portal. This feature lets you initiate the appeal process and submit all necessary documents in one place. You should select this option if you are filing a new appeal or motion, including both an originating motion (e.g., a motion unattached to a previously filed appeal or motion) or a non-originating motion (e.g., a motion to be filed under an existing appeal or motion).

Once submitted:

- If the documents meet the standards set out in the applicable rules, acts and practice directions, the matter will be filed with the Court.
- If corrections are needed, you will receive instructions on what must be amended.
- Filing fees may apply and can be paid online during the filing process.

### 1. Start a New Filing

Select **Proceed to File** in the left navigation menu, then choose **New Filing / Existing Filing**. This will take you to the **Create Filing** page.

## ACCESS NEW FILING OPTION FROM NAVIGATION MENU

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- My Work
  - Proceed to File**
  - Request Case Access
  - New Filing / Existing Filing

**Welcome to the Ontario Court of Appeal Public Portal**

The Ontario Court of Appeal Public Portal is a new online public portal for parties and legal representatives to:

- file documents electronically
- pay filing fees or request a fee waiver
- obtain hearing information

The Ontario Court of Appeal Public Portal can also be used by any member of the public to search for civil (non-family) cases to:

- see which appeal or motion documents have been filed
- find scheduled hearing dates
- access zoom hearing links

**Before you submit court documents for filing**

Before you start filing:

- Review the COA [How to Proceed in the Court](#) document.
- Review the Terms of Agreement for using the Portal.
- Create a [My Ontario Account](#) or log in to your existing account.

You can find more information on how to set up your account at [My Ontario Account](#).

**Additional Resources**

- [Court of Appeal for Ontario](#)
- [Ontario Superior Court of Justice](#)
- [Ontario Court of Justice](#)
- [Civil Forms](#)
- [Criminal Forms](#)
- [Provincial Offences Forms](#)
- [Practice Directions for the Court of Appeal \(Civil and Criminal\)](#)
- [Rules of the Court \(Civil\)](#)
- [Rules of the Court \(Criminal\)](#)
- [Rules of the Court \(Provincial Offences\)](#)
- [Fees Chart](#)
- [Fee Waiver Guide and Forms](#)

## 2. Step 1 of 4 – Select Filing Type

Choose **File a Notice of Appeal or Notice of Motion**, then select **Continue** to proceed to the next step.

### CREATE FILING STEP 1 – SELECT FILING TYPE FOR NEW APPEAL/MOTION

#### Create Filing Step 1 of 4

**Progress**

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

### 3. Step 2 of 4 – Select Filing Type

Select the appropriate Notice of Appeal or Notice of Motion from the list. You may also search for it by keyword or the advanced search function.

**Note:** Additional documents can be added to your filing submission later in **Manage Filing**.

Select **Continue**.

#### CREATE FILING STEP 2 – SELECT FORM TYPE FOR NEW APPEAL/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 the list below or use keywords to search all available options.  
\* Indicates a required field.

**Search Criteria**

**Keyword(s)**  
Search for filing types that include all terms you enter here.

Search
Show Advanced Search
Reset

**Filing Type\***

**Notice of Appeal (Civil) - Bankruptcy and Insolvency [Form 61A.2]**

A document initiating an appeal and requesting the Court of Appeal's review of a decision of another Act in matters arising under the Bankruptcy and Insolvency Act or the Companies' Creditors Arrangement Act.

Creates a new Appeal Civil - Bankruptcy and Insolvency - Other case.

**Notice of Appeal (Civil) - Consent and Capacity Board [Form 61A.2]**

A document initiating an appeal and requesting the Court of Appeal's review of a decision of another court reviewing a decision of the Consent and Capacity Board.

Creates a new Appeal Civil - Consent and Capacity Board - Appeal case.

**Notice of Appeal (Civil) - Family CYFSA (Child, Youth and Family Services Act) [Form 61A.2]**

### 4. Step 3 of 4 – Enter Details

Enter a **Reference Name** for the filing. Changing the reference name from the default option is optional. This name is for your use only and does not appear on the Court file. When communicating with the Court, always refer to the official Court of Appeal file number.

Select **Continue**.

CREATE FILING STEP 3 – ENTER DETAILS FOR NEW APPEAL/MOTION

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\*

You may choose to add a personal reference name or number to help you to identify and search for your filings in the future.

Notice of Appeal (Civil) - Bankruptcy and Insolvency [Form 61A.2]

Select Location

Case Location\*

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

Court of Appeal for Ontario

Continue

Back

5. Step 4 of 4 – Summary.

Review all information entered. If everything is correct, select **Create Filing**.

CREATE FILING STEP 4 – SUMMARY OF FILING DETAILS FOR NEW APPEAL/MOTION

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

Review the details of the filing you are about to create. If the information is correct, select the "Create Filing" button to proceed to the next step

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 Civil - Bankruptcy and Insolvency - Other
Filing Type	Notice - Notice of Appeal
Reference Name	Notice of Appeal (Civil) - Bankruptcy and Insolvency [Form 61A.2]

Create Filing

Back

After selecting Create Filing, a draft filing is created and you will be taken to the [Manage Filing](#) Overview page to continue completing the filing.

## File Documents on an Existing Case

You can file documents on an existing appeal or motion through the portal.

Once submitted:

- If the documents meet the standards set out in the applicable rules, acts and practice directions, they will be filed.
- If corrections are needed, the document will be rejected and you will receive instructions on what must be amended.
- Filing fees may apply and must be paid online during the filing process.

1. There are **two ways** to initiate filing documents on an existing case:

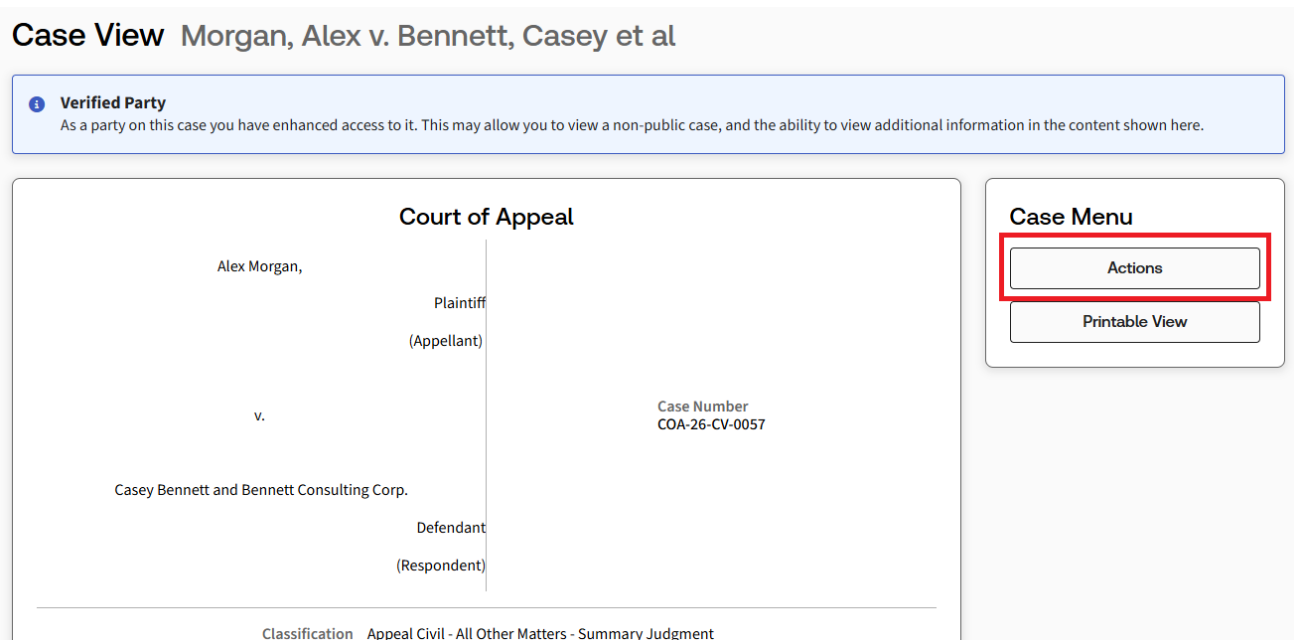
**a. From Proceed to File**

Select **Proceed to File** in the left navigation menu, then choose **New Filing / Existing Filing**. This takes you to the **Create Filing** page.

**b. From the Case View Page**

On the Case View page, select **Actions**, then choose **Create Filing** in the overlay. This takes you to the **Create Filing** page.

### CASE VIEW PAGE – ACTIONS BUTTON



**Case View** Morgan, Alex v. Bennett, Casey et al

**Verified Party**  
As a party on this case you have enhanced access to it. This may allow you to view a non-public case, and the ability to view additional information in the content shown here.

**Court of Appeal**

Alex Morgan,  
Plaintiff  
(Appellant)

v.

Casey Bennett and Bennett Consulting Corp.  
Defendant  
(Respondent)

Case Number  
COA-26-CV-0057

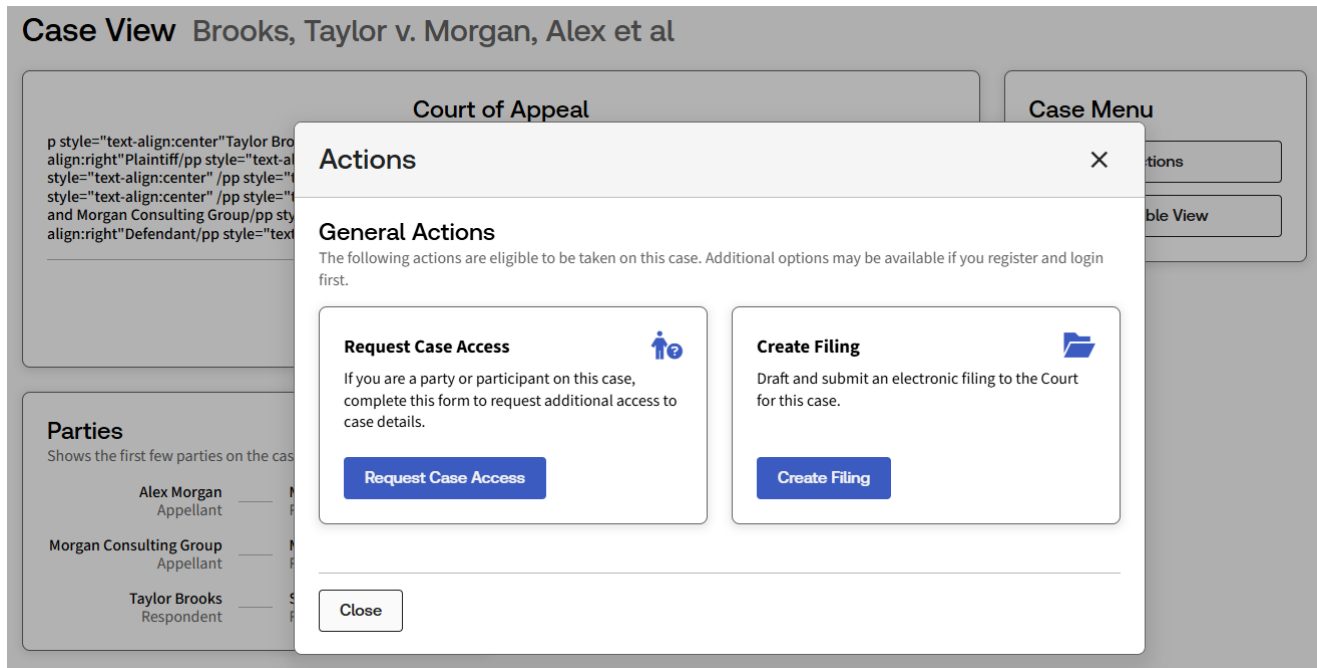
**Case Menu**

Actions

Printable View

Classification Appeal Civil - All Other Matters - Summary Judgment

CASE VIEW PAGE – ACCESS CREATE FILING OPTION



**2. Step 1 of 4 – Select Filing Type**

Choose **File Materials on an existing Appeal or Motion**. Enter the **Case Number**, then select **Continue** to proceed to the next step.

CREATE FILING STEP 1 – SELECT FILING TYPE FOR EXISTING APPEAL/MOTION

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.

**Case Number\***

COA-26-CV-0057

**3. Step 2 of 4 – Select Filing Type**

Select your lead document from the list. You may also use the search bar.

**Note:** Additional documents can be added to your filing submission later in **Manage Filing**.

Select **Continue** to proceed to the next step.

## 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 the list below or use keywords to search all available options.  
\* Indicates a required field.

**Search Criteria**

**Keyword(s)**  
Search for filing types that include all terms you enter here.

Appeal Book and Compendium

Search
Reset

**Filing Type\***

**Appeal Book (Criminal) (Supplementary) - Respondent**

A bookmarked document filed by the respondent in a criminal appeal containing additional documents required for the appeal which are not already included in the respondent's appeal book, the appellant's appeal book or the appellant's supplementary appeal book and compendium.

**Appeal Book and Compendium (Civil)**

A bookmarked document filed by the appellant containing all documents required for the appeal, including excerpts from the transcripts, exhibits and other documents relevant to the hearing of the appeal.

#### 4. Step 3 of 4 – Enter Details

Enter a **Reference Name** for the filing. Changing the reference name is optional. This name is visible only to you.

**Continue** to proceed.

CREATE FILING STEP 3 – ENTER DETAILS FOR EXISTING APPEAL/MOTION

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\***  
You may choose to add a personal reference name or number to help you to identify and search for your filings in the future.

Appeal Book and Compendium (Civil)

---

Continue

Back

5. Step 4 of 4 – Summary

Review the information, then select **Create Filing**.

CREATE FILING STEP 4 – SUMMARY OF FILING DETAILS FOR EXISTING APPEAL/MOTION

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**

Review the details of the filing you are about to create. If the information is correct, select the “Create Filing” button to proceed to the next step

Court	Court of Appeal
Case Type	Existing Case Filing
Case Number	COA-26-CV-0057
Case Title	Morgan, Alex v. Bennett, Casey et al
Case Classification	Appeal Civil - All Other Matters - Summary Judgment
Filing Type	Book - Appeal Book and Compendium
Reference Name	Appeal Book and Compendium (Civil)

---

Create Filing

Back

After selecting Create Filing, a draft filing is created and you will be taken to the [Manage Filing](#) Overview page to upload documents and complete the submission.

## 4.2 Manage a Filing

**Manage Filing** is the second stage of the e-filing process. After creating the filing “shell,” you must complete all required steps before submitting the filing to the Court. The workflow differs depending on whether you are filing a **new case** or filing **documents on an existing case**.

The Manage Filing workflow for a **new case** includes 5 steps:

- Parties
- Filing Information
- Originating Court
- Documents
- Summary

For documents filed on an **existing case**, the workflow includes 4 steps:

1. Parties (optional)
2. Filing Information
3. Documents
4. Summary

### Parties

The **Parties** step is where you confirm or add the parties involved in the case before submitting your filing.

If you are filing a new case, all parties must be added. There must be at least one **Filing Party** (Appellant or Moving Party), and one **Respondent** added to proceed to the next step in managing the filing.

If you are filing documents on an existing case, this step is optional. You may add new parties only if necessary.

### Add a Party

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

## PORTAL MANAGE FILING 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** 1 second 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**  
281D-9081-5605-079B

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

Provide information in the mandatory fields.

## MANAGE FILING – PARTIES PAGE

### Manage Filing 06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

#### New Case Filing

**Draft** 13 minutes ago

**Court**  
Court of Appeal

**Case Location**  
Court of Appeal for Ontario

**Case Classification**  
Appeal Criminal - Non Inmate In Person - Other Criminal

**Lead Document**  
Notice - Notice of Appeal

**Reference Name**  
06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**Reference Number**  
D013-D524-5D3B-DC30

Return to Overview

Status History

Remove Filing

STEP 1 OF 5 Incomplete

#### 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.

**i** 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 >

## 1. Role

- Choose the party's **Involvement Type**:
  - The **Filing Party** is the person or organization that is initiating or has initiated the proceeding by submitting legal documents to the court (Appellant or Moving Party).
  - The **Responding Party** is the person or organization who must be served with and respond to these documents (Respondent).
  - The **Involved Party** is a person or organization who is directly involved or interested in the legal proceeding (e.g., intervener, amicus, duty counsel, etc.).
- Choose the party's **Role**.
- If you are a self-represented litigant, use the **Add Myself** checkbox to autofill your details (name, address, and contact).
- Select **Continue** to proceed.

## ADD PARTY – SELECT 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

#### 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

#### New Case Filing

Draft 16 minutes ago

**Court**  
Court of Appeal

**Reference Name**  
06-Notice of Appeal/Leave to Appeal - Criminal (General) - Lipsky File

## 2. Name

- Select the **Party Type** (Person or Organization).
- Enter the **Party's Name**.
- Add **Alias** Information if the party is known by another name(s).
- Select **Continue** to proceed.

ADD PARTY – ENTER PARTY NAME

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

New Case Filing

**Draft** 1 minute 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*	Middle Name	Last Name*
<input type="text" value="Drew"/>	<input type="text"/>	<input type="text" value="Lipsky"/>
Prefix	Suffix	
<input type="text"/>	<input type="text"/>	

Alias

Alias Type	Alias Name
<input type="text" value="Select a type..."/>	<input type="text"/>

**Continue** Back Cancel

3. Address

- Enter the party’s **Address** for service.
- If the party is represented by a lawyer, enter the lawyer’s address for service.
- Select **Continue** to proceed.

ADD PARTY – ENTER ADDRESS

Add Party Step 3 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** 16 minutes ago

Court  
Court of Appeal

Reference Name  
06-Notice of Appeal/Leave to Appeal -  
Criminal (General) - 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\*

Address Line 2

Country\*

City\* Province/State\* Postal Code/Zip Code\*

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.

## ADD PARTY – ENTER CONTACT INFORMATION

### 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

#### 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

#### New Case Filing

**Draft** 1 minute 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

Continue

Back

Cancel

## 5. Representation

- Choose one of the following options for **'Does this party have representation?'**:
  - I am representing this party
  - This party is represented by a lawyer
  - This party is self-represented
  - Not Applicable (if representation is unknown)
- You can only add one lawyer or legal organization for a party at this stage of the filing. Detailed instructions on how to add multiple lawyers for one party is provided at the end of this section of the guide.
- If the party is represented by a lawyer, first choose whether you want to **search for an existing lawyer or legal organization**. Then use the corresponding button (**Select Attorney or Select Legal Organization**) to open the search screen and find the representative.

**Note:** Adding a lawyer gives that lawyer access to the case once Court staff review and approve the filing. Adding a legal organization does not give all users associated to that organization access to the case. Only individuals added as representative will receive access.

### ADD PARTY REPRESENTATION DETAILS – 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

### New Case Filing

**Draft** 1 minute 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

Continue

Back

Cancel

## ADD PARTY REPRESENTATION DETAILS – LEGAL ORGANIZATION

### 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

**Legal Organization**

Selected Legal Organization\*

Select Legal Organization

#### New Case Filing

**Draft** 1 minute 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

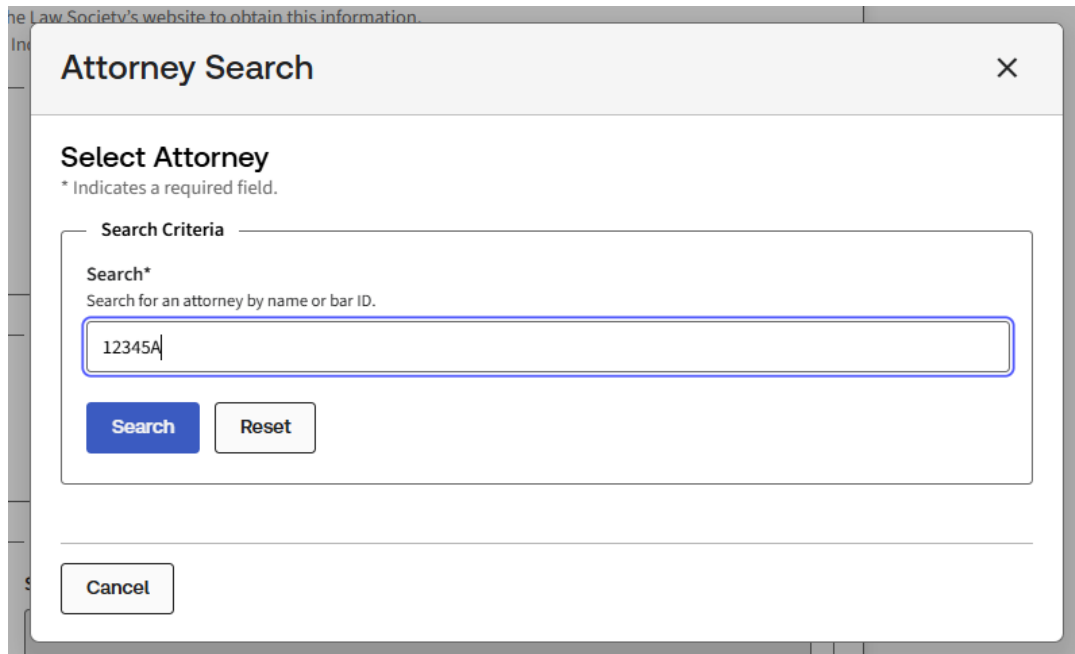
Continue

Back

Cancel

- You can search for a lawyer by name or Law Society of Ontario (LSO) number, or search for a legal organization by the organization name.

ADD PARTY – SEARCH FOR ATTORNEY



**Attorney Search** [X]

**Select Attorney**  
\* Indicates a required field.

**Search Criteria**

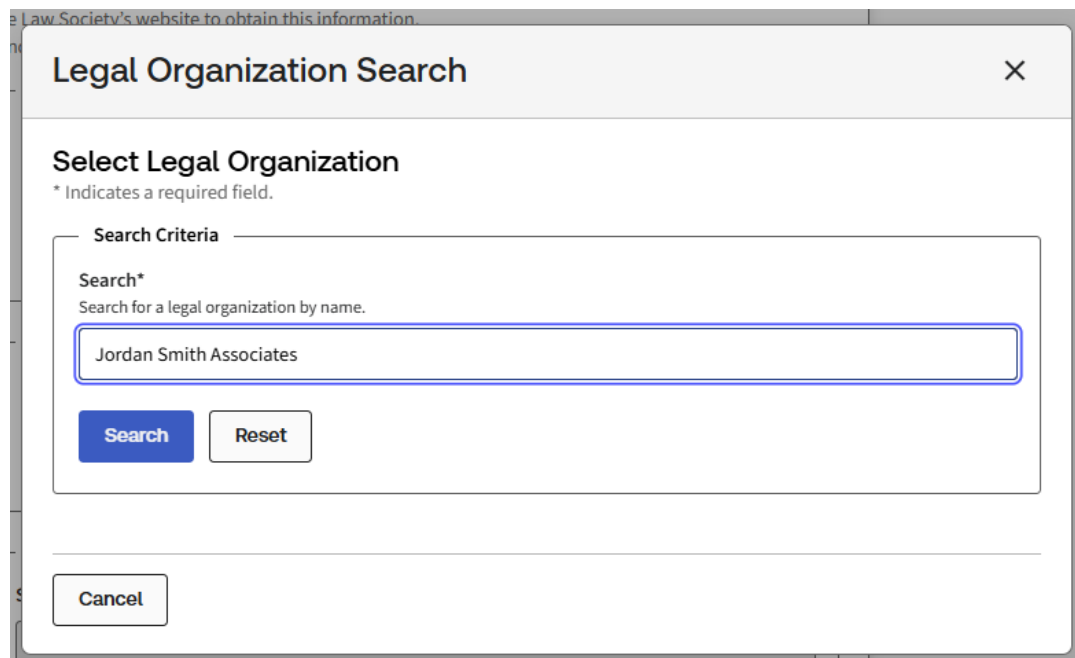
**Search\***  
Search for an attorney by name or bar ID.

12345A

Search Reset

Cancel

ADD PARTY – SEARCH FOR LEGAL ORGANIZATION



**Legal Organization Search** [X]

**Select Legal Organization**  
\* Indicates a required field.

**Search Criteria**

**Search\***  
Search for a legal organization by name.

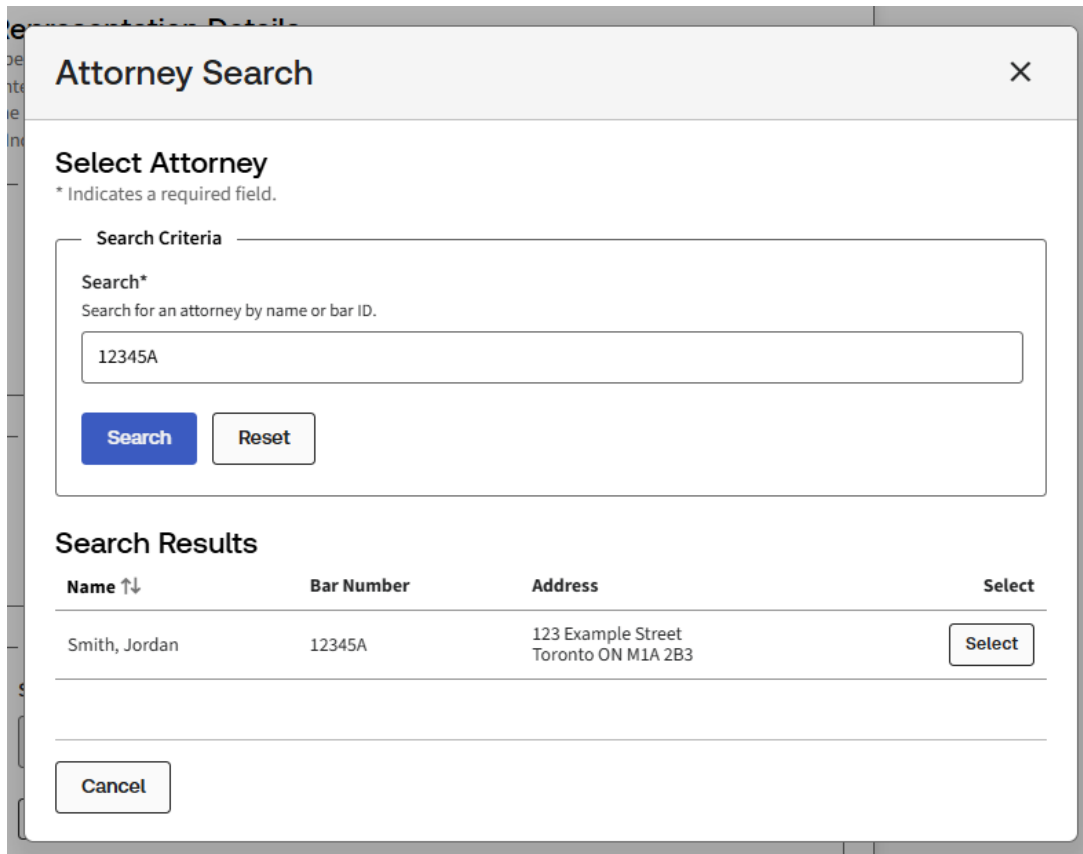
Jordan Smith Associates

Search Reset

Cancel

- Use the **Select** button to choose the lawyer or legal organization from the search results.

ADD PARTY - SELECT SEARCH RESULTS



**Attorney Search** [X]

**Select Attorney**  
\* Indicates a required field.

**Search Criteria**

Search\*  
Search for an attorney by name or bar ID.

12345A

**Search** **Reset**

**Search Results**

Name ↑↓	Bar Number	Address	Select
Smith, Jordan	12345A	123 Example Street Toronto ON M1A 2B3	<b>Select</b>

**Cancel**

- If you cannot find the lawyer or legal organization in the database:
  - **For lawyers filing through the portal:**  
You may add the lawyer to the database by selecting **Add new representation information** and entering the lawyer’s details.  
The Court will review the information and, if appropriate, add the lawyer to the database.
  - **For self-represented parties:**  
Select **Not Applicable** for “**Does this party have representation?**”  
Self-represented parties cannot add lawyers or legal organizations to the database.  
**Note:** All Court documents submitted for filing must include a service list that identifies the correct representation details for every party involved in the matter.
- Select **Continue** to proceed.

6. **Summary**

- Review the **Summary**, then select **Finish**. To add another party, select the **Add Another Party** before finishing.

ADD PARTY – SUMMARY

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	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 remaining parties.

**Edit or Remove Party Information and Representation Details**

To **Edit** or **Remove** a party’s information or representation details, select the **Actions** menu (three dots)  in the Parties table.

## MANAGE FILING – EDIT/REMOVE PARTY

### 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** 21 minutes 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**  
1847-5C6C-1A94-9182

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

Complete

STEP 1 OF 5  
**Parties**

Select "Continue to Add Party(ies)" to enter each party involved in the matter. Once all parties have been added, select "Continue Filing Information" to proceed to the next step. You can modify or remove parties or add additional legal representation by selecting the three dots under the "Amend" column on the next page. If the "Continue" button is greyed out, it means you have not added the required party role(s).

Name	Role	Address	Representation	eService Eligible	Amend
His Majesty the King	Respondent	720 Bay Street 10th Floor Toronto Ontario M7A 2S9	Crown Law Office - Criminal	✗	⋮
Lipsky, Drew	Appellant	123 Example Street Toronto Ontario M1A 2B3	Smith, Jordan	✓	⋮

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

[← Back](#)  
Return to Overview

[Continue](#)  
Filing Information →

Edit

Remove

Select **Remove** to delete the party from the case, then select **Remove** in the confirmation overlay.

## MANAGE FILING – REMOVE PARTY CONFIRMATION OVERLAY

party and Respondent must be entered to proceed with your filing.

Name	Role	Address	Representation	eService Eligible	Amend
His Majesty the King	Respondent	720 Bay Street, 10th Floor Toronto Ontario	Ministry of the Attorney General (Crown Law Office Criminal)	✗	⋮
Lipsky, Drew Theodore P., Dr				✓	⋮

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

[← Back](#)  
Return to Overview

[Continue](#)  
Filing Information →

**Confirm** ✕



Are you sure you wish to remove this record?

[Remove](#)
[Cancel](#)

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Ontario Court of Appeal Public Portal User Guide







Select **Edit** to modify the party’s information or representation details. In the **Edit Party** section,

- Select the **pencil icon**  to **edit the party’s information**.
- Select the **trashcan icon**  to **remove a lawyer or legal organization**, then select **Remove** in the confirmation overlay.
- Select **Add Representation** to **add other lawyer(s)** or legal organization for a party. After adding a new representation, 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 PAGE

**Edit Party** Drew Lipsky

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

Role	Appellant	
Name	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 to Add Party(ies)** to add all remaining parties in the case or select **Continue Filing Information** to proceed to the next step in managing the filing.

## MANAGE FILING PARTIES 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** 25 minutes 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**  
1847-5C6C-1A94-9182

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

**Complete**

STEP 1 OF 5  
**Parties**

Select "Continue to Add Party(ies)" to enter each party involved in the matter. Once all parties have been added, select "Continue Filing Information" to proceed to the next step. You can modify or remove parties or add additional legal representation by selecting the three dots under the "Amend" column on the next page. If the "Continue" button is greyed out, it means you have not added the required party role(s).

Name	Role	Address	Representation	eService Eligible	Amend
His Majesty the King	Respondent	720 Bay Street 10th Floor Toronto Ontario M7A 2S9	Crown Law Office - Criminal		<input type="button" value="..."/>
Lipsky, Drew	Appellant	123 Example Street Toronto Ontario M1A 2B3	Jordan Smith Associates PC Smith, Jordan	✓	<input type="button" value="..."/>

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

[Back](#) Return to Overview

[Continue](#) Filing Information

## Filing Information

The **Filing Information** step is where you enter or update key details about the lead document and any notes the Court needs before reviewing your submission

Select **Add Filing Information** to begin.

Manage Filing 06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**New Case Filing**

Draft 1 hour ago

**Court**  
Court of Appeal

**Case Location**  
Court of Appeal for Ontario

**Case Classification**  
Appeal Criminal - Non Inmate In Person - Other Criminal

**Lead Document**  
Notice - Notice of Appeal

**Reference Name**  
06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**Reference Number**  
6E50-91BB-AE2B-0781

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

Incomplete

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.

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

Add Filing Information

< **Back**  
Parties

Continue >  
Originating Court

## New Cases

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 Filing**
- 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. To mark a filing as urgent:

1. Select the **Emergency** checkbox.
2. Use the **Comments** field to indicate the hearing date.

### 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. If this option is selected, indicate the legislative provision or court order in the Comment field.

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

EDIT FILING INFORMATION ON NEW CASE

### Edit Filing Information 06-Notice of Appeal/Leave to File

#### Filing Information

Update the general information about the filing being submitted to the court as necessary.  
\* Indicates a required field.

**Filed on Behalf of\***  
Select individual(s) or entities(s) who are submitting the legal document(s) which comprise this filing to the court.

Lipsky, Drew Theodore P., Dr (Appellant)

**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.

06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**Comments/Existing Court File Number/Urgent Filing**  
When filing on an existing appeal or motion, you must include the court file number. For urgent filings, please indicate if the filing is urgent because: (1) the matter is listed for hearing within three weeks, and if so, please provide the date of the hearing; (2) a statutory deadline applies; or (3) a judicial deadline applies.

**Emergency**  
Only select this option if the filing relates to any of the following: a) A matter that is listed for hearing within two weeks b) A statutory deadline c) A Judicial deadline

**Sealed/Restricted/Urgent Filings**  
Provide any additional comments if necessary.

Save
Cancel

**Existing Case**

You must choose the **party whose behalf the document is being filed**. If the party does not appear in the list, enter their name in the **Filed by Other** field.

Comments, urgency, and sealing details can also be entered here.

Select **Save** to continue.

EDIT FILING INFORMATION PAGE ON EXISTING CASE

**Edit Filing Information** 03-Appeal Book and Compen

### Filing Information

Update the general information about the filing being submitted to the court as necessary.  
 \* Indicates a required field.

**Filed on Behalf of**  
 Select individual(s) or entities(s) who are submitting the legal document(s) which comprise this filing to the court.

Brooks, Taylor (Respondent)  
 Morgan Consulting Group (Appellant)  
 Morgan, Alex (Appellant)

**Filed by Other**  
 Use this field to enter the filed by party name(s) when they are not available in the Filed on Behalf of field (which may occur if you do not have access to all parties on this case).

**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.

**Comments/Existing Court File Number/Urgent Filing**  
 When filing on an existing appeal or motion, you must include the court file number. For urgent filings, please indicate if the filing is urgent because: (1) the matter is listed for hearing within three weeks, and if so, please provide the date of the hearing; (2) a statutory deadline applies; or (3) a judicial deadline applies.

**Emergency**  
 Only select this option if the filing relates to any of the following: a) A matter that is listed for hearing within two weeks b) A statutory deadline c) A Judicial deadline

**Sealed/Restricted/Urgent Filings**  
 Provide any additional comments if necessary.

After saving, select **Continue** to proceed to the next tab or select **Edit** to make changes to the Filing Information. If you are filing a new case, the next step in manage filing will be [Originating Court](#). If you are filing on an existing case, the next step in managing the filing will be [Documents](#).

## Originating Court

*(new cases only)*

The **Originating Court** step is where you enter information about the court or decision-maker that made the decision from which the appeal/motion arises. It is also the step where you can provide the Court of Appeal file numbers for other appeals from the same originating proceeding.

Typically, the originating court is the first court or decision-maker where the case began. If the matter has already been appealed, the originating court is the intermediate appellate court from which the appeal to the Court of Appeal is taken.

If your filing involves more than one originating court (e.g., the Provincial Offence Office and the Ontario Court of Justice, or the Ontario Court of Justice and the Superior Court of Justice), you must add each set of judgement details.

Select **Add Originating Court Case**.

### MANAGE FILING – ORIGINATING COURT PAGE

**Manage Filing** 06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**New Case Filing**

Draft 4 hours ago

**Court**  
Court of Appeal

**Case Location**  
Court of Appeal for Ontario

**Case Classification**  
Appeal Criminal - Non Inmate In Person - Other Criminal

**Lead Document**  
Notice - Notice of Appeal

**Reference Name**  
06-Notice of Appeal/Leave to Appeal - Criminal (General) - Lipsky File

**Reference Number**  
6E50-91BB-AE2B-0781

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

Optional

**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

1. Case

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

ADD ORIGINATING COURT CASE – ENTER CASE INFORMATION

### 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

**Enter Case Information**

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

Originating Court\*

Case Number\*

Case Title

Case Type

County

Related Case Number

**New Case Filing**

Draft 4 hours ago

Court  
Court of Appeal

Reference Name  
06-Notice of Appeal/Leave to Appeal - Criminal (General) - Lipsky File

2. Details

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

## ADD ORIGINATING COURT CASE ADDITIONAL DETAILS PAGE

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** 4 hours ago

Court  
Court of Appeal

Reference Name  
06-Notice of Appeal/Leave to Appeal -  
Criminal (General) - 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. Judgements

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

## ADD ORIGINATING COURT ENTER JUDGEMENT DETAILS

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** 4 hours ago

Court  
Court of Appeal

Reference Name  
06-Notice of Appeal/Leave to Appeal -  
Criminal (General) - 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

Judgment Type

Judgment Date  
(Format: DD/MM/YYYY)

[Add Another Judgment](#)

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

- Summary  
Review the **Summary** and select **Finish**.

ADD ORIGINATING COURT CASE SUMMARY PAGE

### 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-25-00000
Judgments	Brown J. 12/01/2026

---

Finish
Back
Cancel

If your filing involves more than one originating court, select Add Originating Court Case to add the additional judgement details related to the same case.

To make changes after entering the information, use the **Actions menu** (three dots)  in the Originating Court table to edit or remove an originating court entry.

Once all originating court(s) information has been added, select **Continue Documents** to proceed to the next step in managing the filing.

## MANAGE FILING ORIGINATING COURT PAGE

### Manage Filing 06-Notice of Appeal/Leave to Appeal – Criminal (General) – Lipsky File

#### New Case Filing

**Draft** 4 hours ago

**Court**  
Court of Appeal

**Case Location**  
Court of Appeal for Ontario

**Case Classification**  
Appeal Criminal - Non Inmate In Person - Other Criminal

**Lead Document**  
Notice - Notice of Appeal

**Reference Name**  
06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**Reference Number**  
6E50-91BB-AE2B-0781

Return to Overview

Status History

Remove Filing

Complete

STEP 3 OF 5  
**Originating Court**

Please add information about the originating court proceeding.

Originating Court	Case Number	Case Title	Judgments	Amend
Toronto - Superior Court of Justice - 361 University Avenue	CR-25-00000		Brown J. 12/01/2026	⋮

Add Originating Court Case

<
Back  
Filing Information

>
Continue  
Documents

## Documents

The Documents step is where you upload your documents, review docket entries, and add any additional documents needed for your filing.

All docket entries must be reviewed before you can proceed to the next step. Most filings at the Court of Appeal require **proof of service**. An **Affidavit of Service** docket entry is automatically added to your filing submission if proof of service is required. You may upload to the Affidavit of Service docket entry any acceptable proof of service as provided in the applicable rules, such as an affidavit of service or lawyer’s certificate of service.

### Review Required Docket Entries

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

Manage Filing 06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

### New Case Filing

**Draft** 4 hours ago

**Court**  
Court of Appeal

**Case Location**  
Court of Appeal for Ontario

**Case Classification**  
Appeal Criminal - Non Inmate In Person - Other Criminal

**Lead Document**  
Notice - Notice of Appeal

**Reference Name**  
06-Notice of Appeal/Leave to Appeal – Criminal (General) - Lipsky File

**Reference Number**  
6E50-91BB-AE2B-0781

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

Incomplete

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.

**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	<a href="#">Review</a>
	Document - Affidavit of Service		\$ 0.00	<a href="#">Review</a>

[Add Additional Documents](#)

[← Back Originating Court](#)

[Continue Summary >](#)

- In **Review Docket Entry**, you may:
  - Update the **document name** in accordance with the Court's [Naming Conventions for Electronic Documents](#)
  - Add **comments to the Court**
  - Select the reason a document has **Sealed/Restricted** status
  - **Upload the document**

## 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.

06-Notice of Appeal/Leave to Appeal - Criminal (General)

### 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

- Select **Save** to proceed.

## Edit Document Information

- Use the **Actions menu** (three dots)  in the Documents table to:
  - Edit document information
  - Remove and replace a document
  - Add Additional Documents (e.g. additional volumes) to a docket entry

### MANAGE FILING DOCUMENTS PAGE – ACTIONS MENU

**Manage Filing** 03-Appeal Book and Compendium (Civil)

**Existing Case Filing**

**Draft** 1 hour ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Case Title  
Brooks, Taylor v. Morgan, Alex et al

Case Classification  
Appeal Civil - General - Regular Trial

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
03-Appeal Book and Compendium (Civil)

Reference Number  
77CE-1650-636A-1295

[Return to Overview](#)


[Status History](#)

[Remove Filing](#)

Complete

STEP 3 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	Exclude from Service	Filing Fees	Amend
✓	Book - Appeal Book and Compendium	<a href="#">ABCO.Vol 1.COA-26-CV-0123</a>		\$ 0.00	
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>			

[Add Additional Documents](#)

Edit

Add Additional Documents

[Back](#) Filing Information [Continue Service](#)

- Selecting **Edit** will take you to the **Edit Docket Entry** page. On this page you can:
  - Select the **pencil icon**  to edit information about the document.
  - Select the **trashcan icon**  to remove the document that was previously uploaded.
  - Select **Add Additional Documents** to add another volume (if applicable).

### EDIT DOCKET ENTRY – DOCUMENT INFORMATION

#### Edit Docket Entry Book - Appeal Book and Compendium

**Document Information**  
 Make changes to this document information, including adding or removing documents.

Type **Book - Appeal Book and Compendium**

Exclude from Service **No**

---

Document Name [ABCO.Vol 1.COA-26-CV-0123](#)

Sealed/Restricted

Comments

---

**Continue Filing** **Add Additional Documents**

- If you are adding addition document(s), enter the necessary information, upload the document, then select **Save**.

### EDIT DOCKET ENTRY – ADD ADDITIONAL DOCUMENT

#### Edit Docket Entry Book - Appeal Book and Compendium

**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.

**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)").

**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.

---

**Save** **Cancel**

- Select **Continue Filing** to go back to the Documents page.

### Edit Docket Entry Book - Appeal Book and Compendium

**Document Information**  
Make changes to this document information, including adding or removing documents.

Type **Book - Appeal Book and Compendium**

Exclude from Service **No**

---

Document Name [ABCO.Vol 1.COA-26-CV-0123](#)

Sealed/Restricted

Comments

---

Document Name [ABCO.Vol 2.COA-26-CV-0123](#)

Sealed/Restricted

Comments

---

Document Name [ABCO.Vol 3.COA-26-CV-0123](#)

Sealed/Restricted

Comments

---

**Continue Filing**

## Add Additional Documents

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

## MANAGE FILING DOCUMENTS PAGE

### Manage Filing 03-Appeal Book and Compendium (Civil)

**Existing Case Filing**

**Draft** 2 hours ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Case Title  
Brooks, Taylor v. Morgan, Alex et al

Case Classification  
Appeal Civil - General - Regular Trial

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
03-Appeal Book and Compendium (Civil)

Reference Number  
77CE-1650-636A-1295

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

**Complete**

**STEP 3 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	Exclude from Service	Filing Fees	Amend
✓	Book - Appeal Book and Compendium	<a href="#">ABCO.Vol 1.COA-26-CV-0123</a> <a href="#">ABCO.Vol 2.COA-26-CV-0123</a> <a href="#">ABCO.Vol 3.COA-26-CV-0123</a>	<input type="checkbox"/>	\$ 0.00	
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>	<input type="checkbox"/>	\$ 0.00	

[Back Filing Information](#)

[Continue Service](#)

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

**ADD DOCUMENTS PAGE – SELECT DOCUMENT TYPE**

**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

---

**Existing Case Filing**

**Draft** 2 hours ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0173](#)

Reference Name  
03-Appeal Book and Compendium (Civil)

**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)

**Search** **Reset**

---

**Type\***

**Fresh Evidence**

A document containing proposed evidence that was not adduced in the originating proceeding, but which a party seeks to have admitted on an appeal or a motion in this court.

**Notice of Motion of Fresh Evidence**

A document initiating a motion to introduce evidence that was not adduced in the originating proceeding, but which a party seeks to have admitted on an appeal or a motion in this court.

(Showing 1 to 2 of 2)

Page 1 of 1      Go to page      Items per page

< Previous    Next >        **Go**     ▾

Exclude from Service

**Continue** **Cancel**

- Enter the necessary information, upload the document, then select **Continue**.

## ADD DOCUMENTS PAGE – UPLOAD DOCUMENT

### Add Documents Step 2 of 3

#### Progress

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

#### 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.

**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.

Test Document.docx

#### Existing Case Filing

Draft 2 hours ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Reference Name  
03-Appeal Book and Compendium (Civil)

- Review the **Summary**, then select **Finish**.

## ADD DOCUMENTS – SUMMARY

### Add Documents Step 3 of 3

#### Progress

- ✔ Step 1 of 3  
Type
- ✔ Step 2 of 3  
Document
- 3 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 **Notice - Notice of Motion of Fresh Evidence**

Document [NMFE.COA-26-CV-0123](#)

---

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

## Fee Waivers

If your filing includes a fee, the option to **request a Fee Waiver** will appear. This feature lets you ask the Court to waive the filing fee for your submission. For more information on fee waiver eligibility, visit the [Have your court fees waived](#) page on the Ministry of the Attorney General’s website.

You may request a fee waiver at the Court of Appeal if:

- the filing party is the Ontario government and is exempt from paying court fees,
- the filing party is applying to the Court of Appeal for a fee waiver certificate for this proceeding, or
- the filing party has already been granted a fee-waiver certificate at the Court of Appeal for this proceeding.

To make a request, select **Fee Waiver Request**.

### MANAGE FILING DOCUMENTS PAGE – FEE WAIVER REQUEST

#### Manage Filing 03-Appeal Book and Compendium (Civil)

#### Existing Case Filing

**Draft** 19 hours ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Case Title  
Brooks, Taylor v. Morgan, Alex et al

Case Classification  
Appeal Civil - General - Regular Trial

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
03-Appeal Book and Compendium (Civil)

Reference Number  
77CE-1650-636A-1295

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

Complete

STEP 3 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	Exclude from Service	Filing Fees	Amend
✓	Book - Appeal Book and Compendium	<a href="#">ABCOVol 1,COA-26-CV-0123</a> <a href="#">ABCOVol 2,COA-26-CV-0123</a> <a href="#">ABCOVol 3,COA-26-CV-0123</a>		\$ 0.00	⋮
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>		\$ 0.00	⋮
	Notice - Notice of Motion of Fresh Evidence	<a href="#">NMFE,COA-26-CV-0123</a>		\$ 339.00	⋮

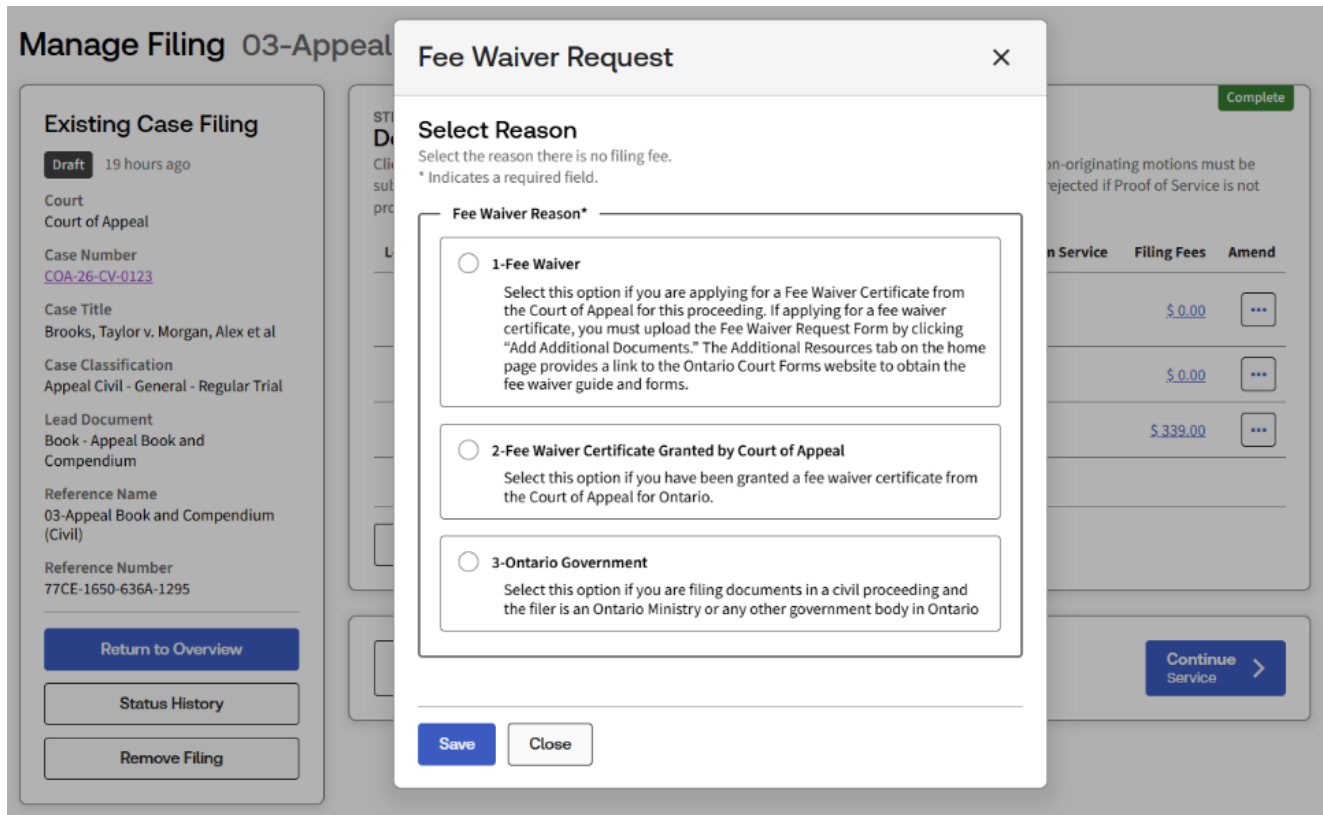
[Add Additional Documents](#)    [Fee Waiver Request](#)

[Back](#)  
Filing Information

[Continue](#)  
Service

In the Fee Waiver Request overlay, select the **Fee Waiver Request Reason** from the list, then select **Save**.

## FEE WAIVER REQUEST – SELECT REASONS FOR REQUEST



**Fee Waiver Request**

**Select Reason**  
Select the reason there is no filing fee.  
\* Indicates a required field.

**Fee Waiver Reason\***

- 1-Fee Waiver**  
Select this option if you are applying for a Fee Waiver Certificate from the Court of Appeal for this proceeding. If applying for a fee waiver certificate, you must upload the Fee Waiver Request Form by clicking "Add Additional Documents." The Additional Resources tab on the home page provides a link to the Ontario Court Forms website to obtain the fee waiver guide and forms.
- 2-Fee Waiver Certificate Granted by Court of Appeal**  
Select this option if you have been granted a fee waiver certificate from the Court of Appeal for Ontario.
- 3-Ontario Government**  
Select this option if you are filing documents in a civil proceeding and the filer is an Ontario Ministry or any other government body in Ontario

**Save** **Close**

To edit the fee waiver request reason, select the **Edit Fee Waiver**. To remove the fee waiver request, select **Remove Fee Waiver**.


If you are **applying for a new fee waiver certificate**, you must also upload the completed **fee waiver application** with the required **supporting documents**.

To upload these documents, select **Add Additional Documents** and follow the instructions in the [Documents](#) step of this guide.



UPLOAD FEE WAIVER APPLICATION

Edit Docket Entry Document - Fee Waiver Application



**Document Information**  
 Make changes to this document information, including adding or removing documents.

	Type <b>Document - Fee Waiver Application</b>	
	Exclude from Service <b>No</b>	

---

Document Name	<a href="#">Document - Fee Waiver Application</a>	 
Sealed/Restricted		
Comments		

---

Document Name	<a href="#">2025 Tax Assessment</a>	 
Sealed/Restricted		
Comments		

Continue Filing

Add Additional Documents

## Summary

This final step allows you to review your entire filing package and submit it to the Court.

If any amendments are required, you can select **Return to Overview** to go back to any step in the Manage Filing page and make the necessary changes.

MANAGE FILING – SUMMARY PAGE

Manage Filing 03-Appeal Book and Compendium (Civil)

### Existing Case Filing

**Draft** 21 hours ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Case Title  
Brooks, Taylor v. Morgan, Alex et al

Case Classification  
Appeal Civil - General - Regular Trial

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
03-Appeal Book and Compendium (Civil)

Reference Number  
77CE-1650-636A-1295

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

Complete

STEP 5 OF 5  
**Summary**

Review the summary information for the filing. Click Submit.

**Filing Information**

	Court	Court of Appeal
	Case Number	COA-26-CV-0123
	Case Title	Brooks, Taylor v. Morgan, Alex et al
	Case Classification	Appeal Civil - General - Regular Trial
	Filed on Behalf of	Taylor Brooks
	Emergency	No
	Reference Number	77CE-1650-636A-1295

**Filing Fees**

	Filing Fees Total	<a href="#">\$ 339.00</a>
	Filing Fees Due At Time Of Submission	\$ 0.00
	Fees Waived	1-Fee Waiver

**New Parties**

No new parties were introduced with this filing.

If no amendments are required, select **Submit Filing *Send to Court*** to proceed.

MANAGE FILING SUMMARY PAGE – SUBMIT FILING

**Documents**

Lead	Type	Documents	Exclude from Service	Filing Fees
✓	Book - Appeal Book and Compendium	<a href="#">ABCO.Vol 1.COA-26-CV-0123</a> <a href="#">ABCO.Vol 2.COA-26-CV-0123</a> <a href="#">ABCO.Vol 3.COA-26-CV-0123</a>		\$ 0.00
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>		\$ 0.00
	Notice - Notice of Motion of Fresh Evidence	<a href="#">NMFE.COA-26-CV-0123</a>		\$ 339.00
	Document - Fee Waiver Application	<a href="#">Document - Fee Waiver Application</a> <a href="#">2025 Tax Assessment</a>		\$ 0.00

**Service**

Name	Role	Representing	Service Method / Date
Mitchell, Lynn, MS	Representation	Morgan, Alex Morgan Consulting Group	Email 18/02/2026

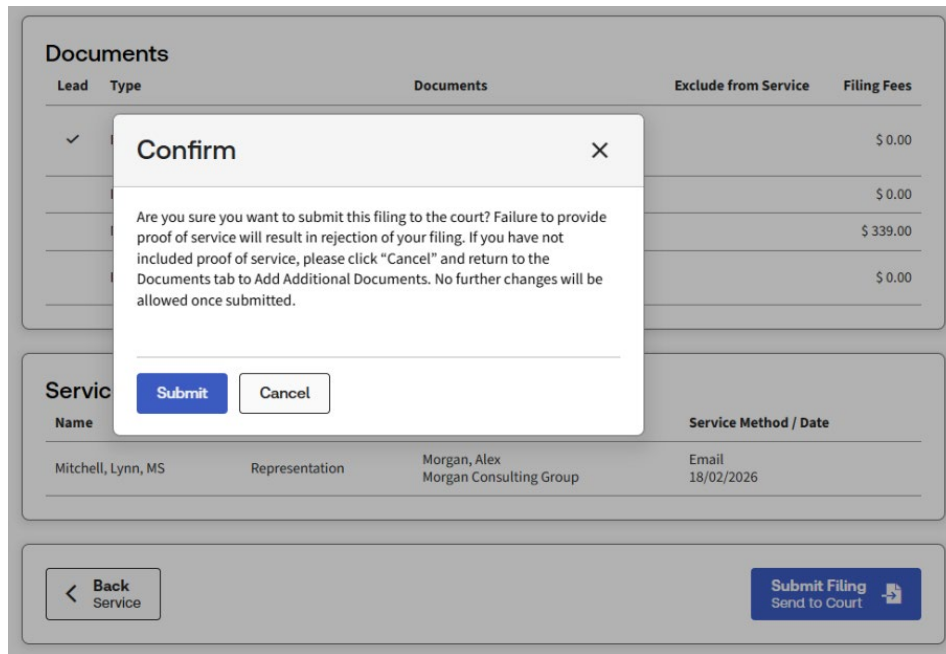
[← Back Service](#)

[Submit Filing Send to Court !\[\]\(90705c06697ff5640f0f07082015b305\_img.jpg\)](#)

**Submission and Payment**

If no payment is required, select **Submit** in the confirmation overlay to submit the filing.

SUBMIT FILING CONFIRMATION OVERLAY



**Documents**

Lead	Type	Documents	Exclude from Service	Filing Fees
✓				\$ 0.00
				\$ 0.00
				\$ 339.00
				\$ 0.00

**Service**

Name	Service Method / Date
Mitchell, Lynn, MS	Representation Morgan, Alex Morgan Consulting Group Email 18/02/2026

**Confirm** [X]

Are you sure you want to submit this filing to the court? Failure to provide proof of service will result in rejection of your filing. If you have not included proof of service, please click "Cancel" and return to the Documents tab to Add Additional Documents. No further changes will be allowed once submitted.

[Submit] [Cancel]

[Back Service] [Submit Filing Send to Court]

If a filing fee is required, you will be redirected to Ontario’s secure payment system.

Select **Submit Filing Send to Court**.

MANAGE FILING – SUMMARY PAGE

Manage Filing 03-Appeal Book and Compendium (Civil)

**Existing Case Filing**

**Draft** 21 hours ago

Court  
Court of Appeal

Case Number  
[COA 26 CV 0123](#)

Case Title  
Brooks, Taylor v. Morgan, Alex et al

Case Classification  
Appeal Civil - General - Regular Trial

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
03-Appeal Book and Compendium (Civil)

Reference Number  
77CE 1650 636A 1295

[Return to Overview](#)

[Status History](#)

[Remove Filing](#)

STEP 5 OF 5

Complete

**Summary**

Review the summary information for the filing. Click Submit.

**Filing Information**

Court	Court of Appeal
Case Number	COA 26 CV 0123
Case Title	Brooks, Taylor v. Morgan, Alex et al
Case Classification	Appeal Civil - General - Regular Trial
Filed on Behalf of	Taylor Brooks
Emergency	No
Reference Number	77CE 1650 636A 1295

**Filing Fees**

Filing Fees Total	\$ 339.00
Filing Fees Due At Time Of Submission	\$ 339.00

**New Parties**

No new parties were introduced with this filing.

**Documents**

Lead	Type	Documents	Exclude from Service	Filing Fees
✓	Book - Appeal Book and Compendium	<a href="#">ABCO.Vol 1.COA-26-CV-0123</a> <a href="#">ABCO.Vol 2.COA-26-CV-0123</a> <a href="#">ABCO.Vol 3.COA-26-CV-0123</a>		\$ 0.00
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>		\$ 0.00
	Notice - Notice of Motion of Fresh Evidence	<a href="#">NMFE.COA-26-CV-0123</a>		\$ 339.00

**Service**

Name	Role	Representing	Service Method / Date
Mitchell, Lynn, MS	Representation	Morgan, Alex Morgan Consulting Group	Email 18/02/2026

[Back Service](#)

[Submit Filing Send to Court](#)

Review the payment details in the Submit Filing overlay, then select **Checkout**.

SUBMIT FILING OVERLAY

No new parties were introduced with this filing.

**Submit Filing** ✕

**Details**  
Please review the filing fees below and proceed to checkout if you are ready to submit your filing to the court. Please ensure to have your payment details ready.

**Payment Method**  
You will be redirected to a third-party payment processor website to complete this purchase.

**Order Summary**

Notice - Notice of Motion of Fresh Evidence - Filing Fees	\$ 339.00
Notice of Motion - Taylor Brooks	\$ 339.00
<b>Grand Total</b>	<b>\$ 339.00</b>

**Do**

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Exclude from Service	Filing Fees
	\$ 0.00
	\$ 0.00
	\$ 339.00

**Service Method / Date**

Email  
18/02/2026

<
Back Service

Submit Filing
➔

Select **Make Payment** to continue. Acceptable payment methods include:

- Visa
- Visa Debit
- Mastercard
- Mastercard Debit

ORDER SUMMARY PAGE

**i You have 15 minutes to complete your payment**

Please do not click the browser **Back** button, close or reload your browser until this process is complete. Afterwards, you will be redirected back to the Province's website.

Secure payment processing at  is powered by **WORLDLINE** 

**Order Summary**

Payment to	Court of Appeal for Ontario
Description	Filing Fees
Total	\$339.00 (CAD)

**Payment method**



Visa, Visa Debit, Mastercard and Debit Mastercard are accepted.

Enter payment information, then select **Submit Payment**.

PAYMENT INFORMATION PAGE

PAYMENT INFORMATION

\$339.00 CAD		
Name on card		
Card number		
01	2026	Card cvd

Visa and Mastercard are accepted.



Once payment is complete, you will be redirected to back to the portal. Select **View Receipt** to access the receipt.

### FILING SUBMITTED SUMMARY

#### Manage Filing 03-Appeal Book and Compendium (Civil)

#### Existing Case Filing

**Submitted** 2 seconds ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0123](#)

Case Title  
Brooks, Taylor v. Morgan, Alex et al

Case Classification  
Appeal Civil - General - Regular Trial

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
03-Appeal Book and Compendium (Civil)

Reference Number  
77CE-1650-636A-1295

Status History

View Receipt

✔ **Filing Submitted**

The filing is being sent to the court and should be received by them shortly. You can monitor its progress by returning to this filing and viewing the status history, which will update as it moves through the review process. If enabled, you will also receive notifications alerting you to any updates.

Status History

View Receipt

#### Summary

**Filing Information**

Court	Court of Appeal
Case Number	COA-26-CV-0123
Case Title	Brooks, Taylor v. Morgan, Alex et al
Case Classification	Appeal Civil - General - Regular Trial
Filed on Behalf of	Taylor Brooks
Emergency	No
Reference Number	77CE-1650-636A-1295

**Filing Fees**

Filing Fees Total	\$ 339.00
Filing Fees Due At Time Of Submission	\$ 339.00
Receipt	<a href="#">View Receipt</a>

You will receive a notification (within the portal and/or via email) confirming that the filing submission has been received. The filing will be reviewed, and you will be notified of the outcome.

Ontario Court of Appeal Public Portal User Guide

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## 4.3 Correct a Rejected Filing

If a filing submission is **not accepted** for filing, users will receive a notification explaining why the submission was rejected. You may receive this notification either **within the portal**, by **email**, or both, depending on your notification preferences. Each rejection includes a clear explanation of the issues that must be corrected before the filing can be resubmitted.

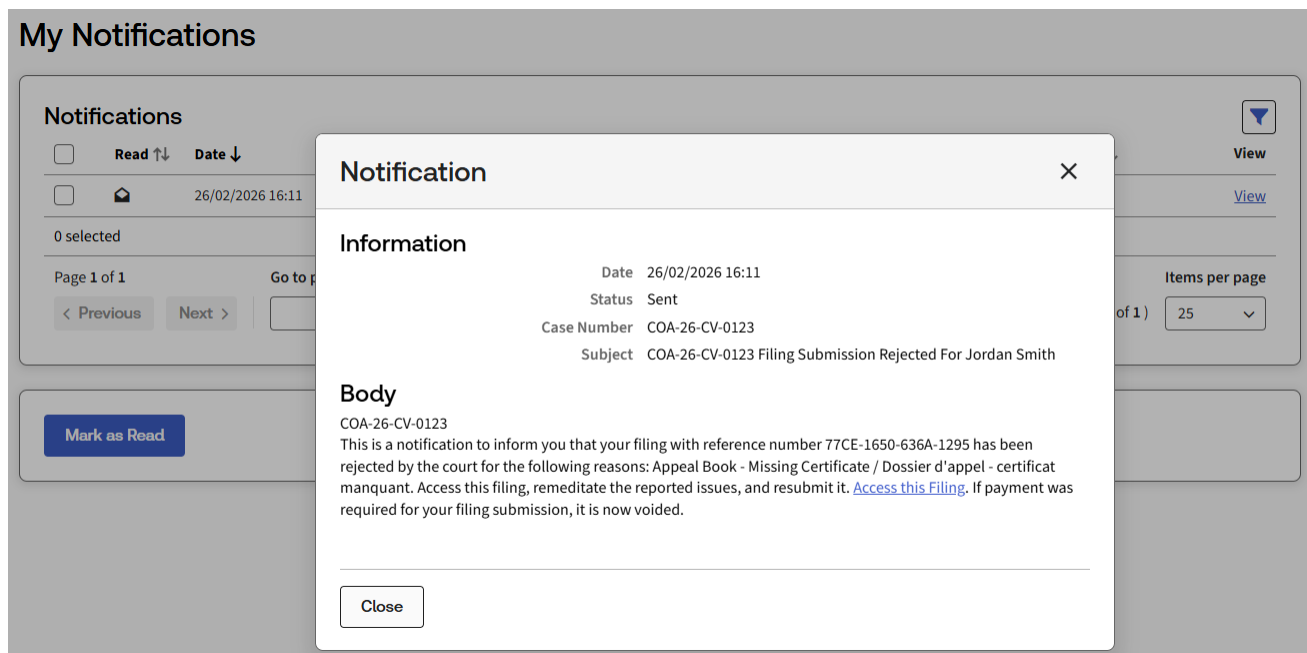
### 1. Open the Rejected Filing

Select the **Access this Filing** link from the rejection notification. This will open the filing submission directly in the portal.

At the top of the page, you will see the **Rejection Reasons** highlighted in red. These reasons list the specific issues that must be corrected.

**Note:** If one or more documents in the submission is not accepted, the entire submission will be rejected. You only need to correct the items listed in the Rejection Reasons. You do *not* need to redo the entire filing.

#### PORTAL NOTIFICATION – FILING REJECTED



**My Notifications**

**Notifications**

Read ↑↓ Date ↓

26/02/2026 16:11

0 selected

Page 1 of 1

< Previous Next >

**Mark as Read**

**Notification**

**Information**

Date 26/02/2026 16:11  
 Status Sent  
 Case Number COA-26-CV-0123  
 Subject COA-26-CV-0123 Filing Submission Rejected For Jordan Smith

**Body**

COA-26-CV-0123  
 This is a notification to inform you that your filing with reference number 77CE-1650-636A-1295 has been rejected by the court for the following reasons: Appeal Book - Missing Certificate / Dossier d'appel - certificat manquant. Access this filing, remediate the reported issues, and resubmit it. [Access this Filing](#). If payment was required for your filing submission, it is now voided.

**Close**

### 2. Create a Corrected Draft

Select **Make Corrections**. This creates a **new draft** of your filing with a **new reference number**. All documents that were submitted in the original filing are copied into the new draft. You only need to replace the documents noted as deficient.

### MANAGE REJECTED FILING

#### Manage Filing Appeal Book and Compendium (Civil) - copy

##### Existing Case Filing

Rejected 22 seconds ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0057](#)

Case Title  
Morgan, Alex v. Bennett, Casey et al

Case Classification  
Appeal Civil - All Other Matters - Summary Judgment

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
Appeal Book and Compendium (Civil) - copy

Reference Number  
5155-6F56-7F53-7DA3

---

Original Filing  
Appeal Book and Compendium (Civil)  
[9F51-4AE2-C0D0-FAE5](#)

Rejected

Status History

❗ **Filing Rejected**

Your filing has been rejected due to the reasons listed below. Click on the Make Corrections button which will create a copy of this filing submission. You will be redirected to the documents tab, where you must remove the rejected document, re-upload your corrected document and re-submit your filing.

- Affidavit - Not commissioned / Affidavit - non commandé
- Appeal Book - Missing Certificate / Dossier d'appel - certificat manquant
- Appeal Book/Motion Record - Missing/Incorrect Issued and Entered Order / Dossier d'appel/de motion - ordonnance manquante/ordonnance rendue et saisie incorrecte

Make Corrections

#### Summary

##### Filing Information

	Court	Court of Appeal
Case Number	COA-26-CV-0057	
Case Title	Morgan, Alex v. Bennett, Casey et al	
Case Classification	Appeal Civil - All Other Matters - Summary Judgment	
Filed on Behalf of	Alex Morgan	
Urgent Filing	No	
Reference Number	5155-6F56-7F53-7DA3	

#### New Parties

No new parties were introduced with this filing.

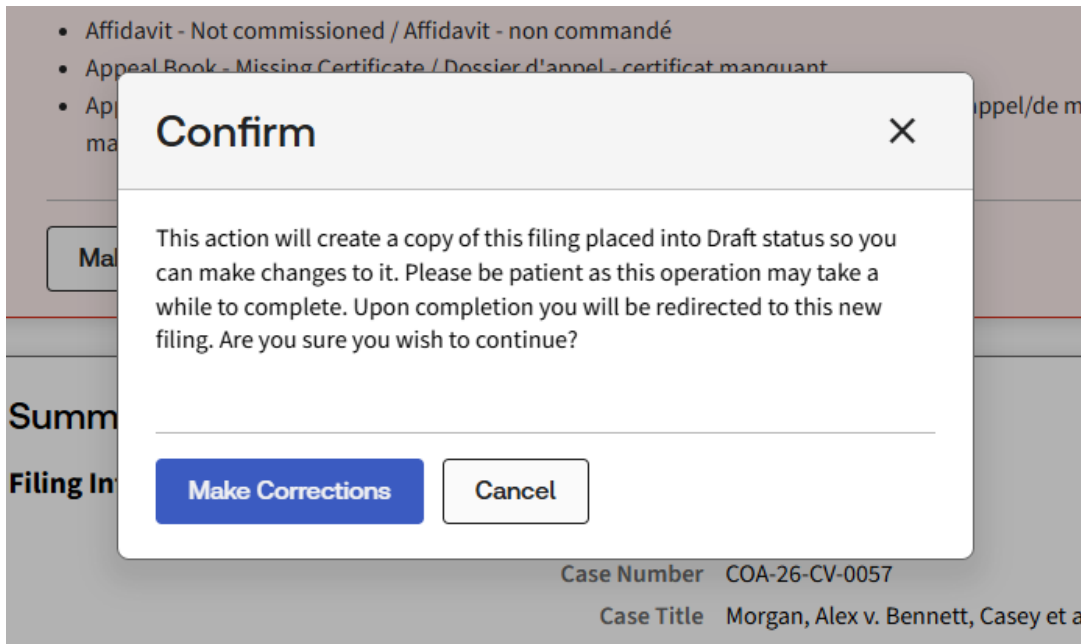
#### Documents

Lead	Type	Documents	Official Documents	Filing Fees
✓	Book - Appeal Book and Compendium	<a href="#">Book - Appeal Book and Compendium</a>		\$ 0.00
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>		\$ 0.00

After selecting **Make Corrections**, choose **OK** in the confirmation overlay to proceed.

You will be redirected to the **Manage Filing** page of the new draft.

**MAKE CORRECTIONS CONFIRMATION OVERLAY**



**3. Replace the Deficient Document(s)**

- Select Manage Documents in the Manage Filing Overview.

## ACCESS MANAGE DOCUMENTS FOR A REJECTED FILING

### Manage Filing Appeal Book and Compendium (Civil) - copy - copy

#### Existing Case Filing

**Draft** 1 minute ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0057](#)

Case Title  
Morgan, Alex v. Bennett, Casey et al

Case Classification  
Appeal Civil - All Other Matters - Summary Judgment

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
Appeal Book and Compendium (Civil) - copy - copy

Reference Number  
E5D5-1BCA-3187-ABBB

---

Original Filing  
Appeal Book and Compendium (Civil) - copy  
[5155-6F56-7F53-7DA3](#)

Rejected

Status History

Remove Filing

#### Filing Instructions

This filing type has additional instructions provided by the court.

The appellant must serve and file an appeal book and compendium to perfect a civil appeal in accordance with [rule 61.09\(3\) of the Rules of Civil Procedure](#). The contents of the appeal book and compendium are set out in [rule 61.10 of the Rules of Civil Procedure](#). For additional information, please see [section 11.6 of the Practice Direction Concerning Civil Appeals at the Court of Appeal for Ontario](#).

#### Filing Progress

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

✔ Step 1 of 4  
Parties (Optional)

✔ Step 2 of 4  
Filing Information

✔ Step 3 of 4  
Documents

4 Step 4 of 4  
Summary

Optional

#### Parties

If the Party(ies) or Participant(s) you are filing on behalf of are already associated with this Case, please SKIP THIS STEP. This function should ONLY be used if you are filing on behalf of Part(ies) or Participant(s) that are NOT already associated to the case and are being introduced with this filing.

Manage Parties

Complete

#### Filing Information

Provide information in the mandatory fields.

Manage Filing Information

Complete

#### Documents

The COA Public Portal cannot accept PDF/A documents, videos, and password-protected documents.

Manage Documents

Complete

#### Summary

Review your filing information and make any necessary corrections. Once complete you may submit your filing to the court. Any applicable filing fees must be paid prior to submission.

Review Summary

- In the **Amend** column, select the Actions menu (three dots) menu beside the document you must correct.
- Choose **Edit**.

## OPEN ACTIONS MENU FOR A DOCUMENT REQUIRING CORRECTION

### Manage Filing Appeal Book and Compendium (Civil) - copy - copy

#### Existing Case Filing

**Draft** 2 minutes ago

**Court**  
Court of Appeal

**Case Number**  
[COA-26-CV-0057](#)

**Case Title**  
Morgan, Alex v. Bennett, Casey et al

**Case Classification**  
Appeal Civil - All Other Matters - Summary Judgment

**Lead Document**  
Book - Appeal Book and Compendium

**Reference Name**  
Appeal Book and Compendium (Civil) - copy - copy

**Reference Number**  
E5D5-1BCA-31B7-ABBB

**Original Filing**  
Appeal Book and Compendium (Civil) - copy

Complete

STEP 3 OF 4

#### Documents

Select "Add Additional Documents" to submit any additional associated documents for filing. Bail applications and non-originating motions must be submitted as a new filing and cannot be filed as additional documents. When you are filing proof of service, upload the document under "Document - Affidavit of Service". If there are applicable filing fees, and you wish to request a Fee Waiver Certificate, select Fee Waiver Request below. A copy of the Fee Waiver Request Form must be uploaded before you submit the application. If "Continue Summary" is greyed out, it means that you have not uploaded all required documents.

Lead	Type	Documents	Filing Fees	Amend
✓	Book - Appeal Book and Compendium	<a href="#">Book - Appeal Book and Compendium</a>	\$ 0.00	⋮
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>		

Edit  
Add Additional Documents

Add Additional Documents

<
Back  
Filing Information

>
Continue  
Summary

- Select the **trashcan icon** to remove the incorrect document.

## REMOVE A REJECTED DOCUMENT

### Edit Docket Entry Book - Appeal Book and Compendium

#### Document Information

Make changes to this document information, including adding or removing documents.

Type Book - Appeal Book and Compendium

---

Document Name Book - Appeal Book and Compendium

Confidential Filing

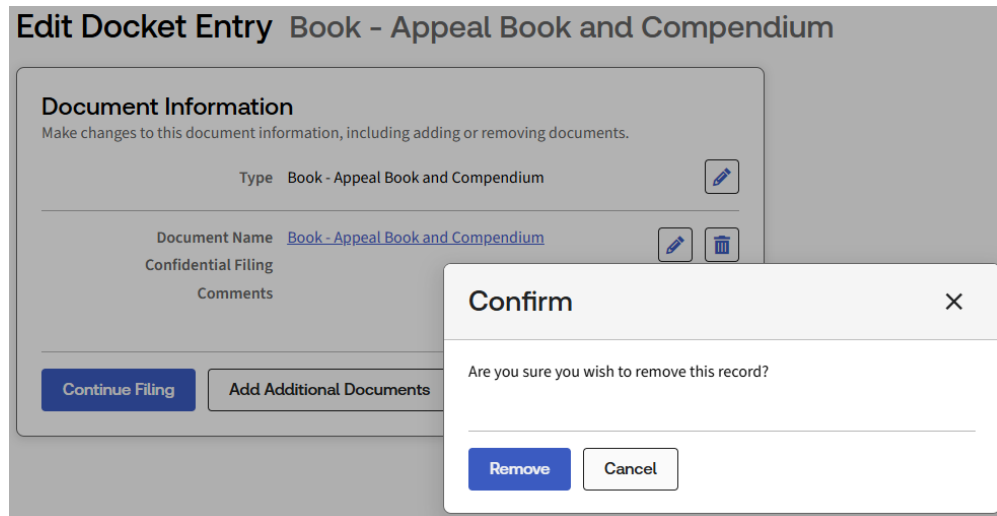
Comments

Continue Filing

Add Additional Documents

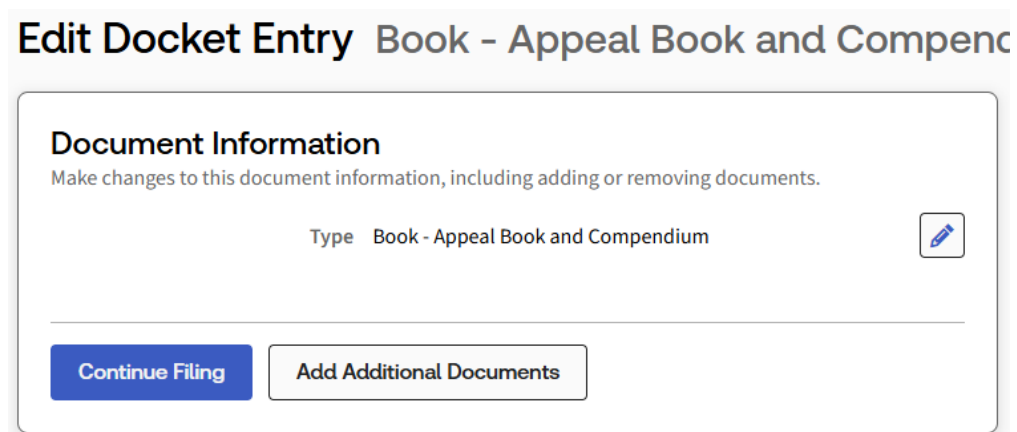
- Select **Remove** in the confirmation overlay.

CONFIRM REMOVAL OF DOCUMENT



- Select **Add Additional Documents** to upload the corrected version.

ADD ADDITIONAL DOCUMENTS TO REPLACE A REJECTED FILE



- Upload the document, then select **Save**.

## Edit Docket Entry Book - Appeal Book and Compendium

### 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.

Book - Appeal Book and Compendium

#### Confidential Filing

If the document is subject to a confidentiality order (i.e., sealing order or non-publication order), select the reason why from the dropdown menu. Please indicate in the comment box below the legislative provision or court order. If the matter is subject to a court-ordered confidentiality order, and if you have not already done so, upload the relevant court order as an additional document under the Filing Type "Confidentiality/Restricted Access Order (Sealing/Non-Publication Order)".

Select a reason... 

#### Comments

Provide any comments for court staff about the document.

#### File\*

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

Test Document.docx

- Select **Continue Filing** to return to the Documents page.

- Repeat this process for any other document that require correction.

#### 4. Upload Updated Proof of Service (If required)

If you revised any document that requires service on the other party, you must:

- Re-serve the corrected document(s), and
- Upload the updated proof of service in the Affidavit of Service docket entry.

#### 5. Resubmit the Filing

Once all required corrections have been made:

1. Review the **Summary** page.
2. Confirm that all documents are complete and accurate.
3. Select **Submit Filing**.

### RESUBMIT CORRECTED FILING FOR REVIEW

#### Manage Filing Appeal Book and Compendium (Civil) - copy - copy

##### Existing Case Filing

**Draft** 12 minutes ago

Court  
Court of Appeal

Case Number  
[COA-26-CV-0057](#)

Case Title  
Morgan, Alex v. Bennett, Casey et al

Case Classification  
Appeal Civil - All Other Matters - Summary Judgment

Lead Document  
Book - Appeal Book and Compendium

Reference Name  
Appeal Book and Compendium (Civil) - copy - copy

Reference Number  
E5D5-1BCA-31B7-ABBB

---

Original Filing  
Appeal Book and Compendium (Civil) - copy  
[5155-6F56-7F53-7DA3](#)

Rejected

Return to Overview

Status History

Remove Filing

Complete

STEP 4 OF 4  
**Summary**

Review the summary information for the filing. Select "Submit Filing" if the information is accurate. Changes can be made by selecting "Return to Overview" on the left or "Back" at the bottom of this page.

**Filing Information**

Court	Court of Appeal
Case Number	COA-26-CV-0057
Case Title	Morgan, Alex v. Bennett, Casey et al
Case Classification	Appeal Civil - All Other Matters - Summary Judgment
Filed on Behalf of	Alex Morgan
Urgent Filing	No
Reference Number	E5D5-1BCA-31B7-ABBB

**New Parties**

No new parties were introduced with this filing.

**Documents**

Lead	Type	Documents	Official Documents	Filing Fees
✓	Book - Appeal Book and Compendium	<a href="#">Book - Appeal Book and Compendium</a>		\$ 0.00
	Document - Affidavit of Service	<a href="#">Document - Affidavit of Service</a>		\$ 0.00

< **Back**  
Documents

Submit Filing  
Send to Court

If a filing fee applied to the original submission:

- The original payment will be voided and refunded automatically, and
- You will be prompted to **make a new payment** when resubmitting the corrected filing.

After submitting, you will receive a new notification confirming that the corrected filing has been received for review.

## 5 Organization Administrator

---

When registering for a portal account, you may request to become an **Organization Administrator**. Organization Administrators manage users within their legal organization or government agency and ensure that all team members have the correct access to work efficiently in the portal.

As an Organization Administrator, you can:

- add or remove users from your organization
- assign and remove support staff
- grant administrator access to other users
- view all payment receipts associated with your organization

You can request Organization Administrator access during registration or at any time through your **User Profile**.

### 5.1 Register as an Organization Administrator

You can request Organization Administrator access:

#### 1. During registration (refer to [section 1.2](#) of this user guide)

When creating your portal account, select **Organization Administrator** as your user type.

You will be prompted to:

- enter your organization's name
- upload your **organization administrator request letter** (on official firm or organization letterhead)

#### 2. After registering (refer to [section 1.3](#) of this user guide)

You may also request Organization Administrator access later from your **User Profile**.

Select: **Profile** → **User Access** → **Submit Request** → **Organization Administrator**

Upload your request letter and submit the form.

Once submitted, you will receive a confirmation notification. The Court will review your request and notify you when it has been approved.

## 5.2 Manage Organization

To manage your organization, select **Manage Organization** from the left navigation menu.

### Organization Details

This tab displays:

- organization name
- organization type
- address
- list of current of Administrator(s)

These details also appear in your [User Profile](#) under **Associated Organization**.

#### ASSOCIATED ORGANIZATION DETAILS

Ontario Court of Appeal Public Portal

- Home
- Announcements
- Notifications New
- Search
- Manage Organization
- My Work ▼
- Proceed to File ▼

Manage Organization Jordan Smith Associates PC

- Organization Details
- Users
- Receipts

#### Organization Details

View the details associated with this organization. Please contact the Court if any of the following details are inaccurate.

Name	Jordan Smith Associates PC
Type	Legal Organization
Address	123 Example Street Toronto ON M1A 2B3
Administrators	Tanasha Adams REGULAR Sandy Jamie Carter Stacy Singh

### Users

Select **Users** from the left sub-menu to view and manage all users associated with your organization.

#### Add a User

- Select **Add User**.

## ADD A USER TO THE ORGANIZATION

### Manage Organization Jordan Smith Associates PC

Organization Details

Users

Receipts

#### Users

Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ↑	User ↑↓	Lawyer	Administrator	Amend
<input type="checkbox"/>	Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	...
<input type="checkbox"/>	Carter, Jamie	jamiecarter@mailinator.com		✓	...
<input type="checkbox"/>	Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			...
<input type="checkbox"/>	Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	...
<input type="checkbox"/>	Smith, Jordan	jordansmith@mailinator.com	✓		...
<input type="checkbox"/>	Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		...

0 selected

Add Support Staff
Edit Users
Add User

- Enter the user’s **email address** associated with their portal account.
- Select **Next**.

### ENTER USER EMAIL ADDRESS

- If needed, check **Administrator** to give the user Organization Administrator privileges.

- Select **Save**.

SAVE NEW USER

associated with this organization.

### Add User ✕

#### User Information

\* Indicates a required field.

First Name	Stacy
Last Name	Singh
Username	stacysinghcoa.130@gmail.com
Email Address	stacysinghcoa.130@gmail.com

**Options**

**Administrator**  

Select this option to provide this user with an Organization Administrator role which will allow them to manage this organization within Public Portal.

Save

Close

## Grant Administrator Access

You can give administrator privileges to a user in two ways:

### 1. Bulk Edit

- Select the checkbox beside the users' name (or select all).
- Select **Edit Users**.

## BULK EDIT USERS

### Manage Organization Jordan Smith Associates PC

Organization Details

Users

Receipts

#### Users

Manage the details for all users associated with this organization.

	Name ↑	User ↑↓	Lawyer	Administrator	Amend
<input type="checkbox"/>	Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	⋮
<input type="checkbox"/>	Carter, Jamie	jamiecarter@mailinator.com		✓	⋮
<input checked="" type="checkbox"/>	Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			⋮
<input type="checkbox"/>	Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	⋮
<input type="checkbox"/>	Singh, Stacy	stacysinghcoa.130@gmail.com	✓	✓	⋮
<input checked="" type="checkbox"/>	Smith, Jordan	jordansmith@mailinator.com	✓		⋮
<input checked="" type="checkbox"/>	Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		⋮

3 selected

Add Support Staff
Edit Users
Add User

- In the Edit Users overlay, choose Add Administrator Access from the dropdown.
- Select **Save**.

### GRANT ADMINISTRATOR ACCESS USING BULK EDIT

#### Edit Users

×

Number of Selected Users: 3

#### Edit User Permissions

Utilize the options below to apply organizational permission changes to all selected users.  
\* Indicates a required field.

**Administrator Access\***  
Grants or removes the Organization Administrator role which enables the ability to manage this Organization within Public Portal for the selected users. The 'Remove Administrator Access' option cannot be utilized if your User record has been selected.

Add Administrator Access
▼

Save
Close

## 2. Edit a Single User

- Select the Actions menu (three dots)  beside the user's name.
- Select **Edit**.

### EDIT A SINGLE USER

Manage Organization **Jordan Smith Associates PC**








Organization Details

**Users**

Receipts

#### Users

Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ↑	User ↑↓	Lawyer	Administrator	Amend
<input type="checkbox"/>	Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	
<input type="checkbox"/>	Carter, Jamie	jamiecarter@mailinator.com		✓	
<input type="checkbox"/>	Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			
<input type="checkbox"/>	Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	
<input type="checkbox"/>	Singh, Stacy	stacysinghcoa.130@gmail.com	✓	✓	
<input type="checkbox"/>	Smith, Jordan	jordansmith@mailinator.com	✓		
<input type="checkbox"/>	Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		

0 selected

Add Support Staff
Edit Users
Add User

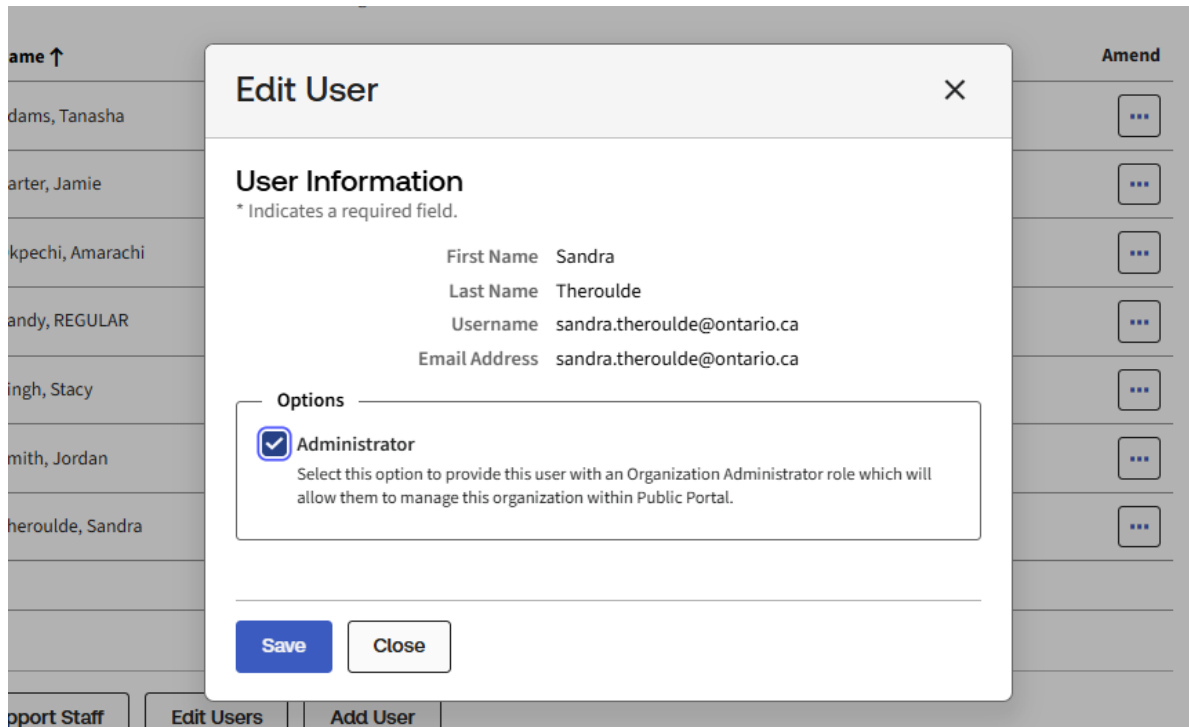
Edit

Edit Staff

Remove

- Enable the Administrator checkbox.
- Select **Save**.

## ENABLE ADMINISTRATOR ACCESS



The screenshot shows a user management interface with a table of users and an 'Edit User' modal window. The modal window is titled 'Edit User' and contains the following information:

**User Information**  
\* Indicates a required field.

First Name	Sandra
Last Name	Theroulde
Username	sandra.theroulde@ontario.ca
Email Address	sandra.theroulde@ontario.ca

**Options**

- Administrator**  
Select this option to provide this user with an Organization Administrator role which will allow them to manage this organization within Public Portal.

Buttons: Save, Close

## Add Support Staff

Support staff can file documents, manage cases, and receive notifications **on behalf of a lawyer** in the organization.

To add support staff:

- Select the checkbox beside one or more lawyers.
- Select **Add Support Staff**.

## ADD SUPPORT STAFF FOR MULTIPLE LAWYERS

### Manage Organization Jordan Smith Associates PC

Organization Details

Users

Receipts

#### Users

Manage the details for all users associated with this organization.

	Name ↑	User ↑↓	Lawyer	Administrator	Amend
<input type="checkbox"/>	Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	⋮
<input type="checkbox"/>	Carter, Jamie	jamiecarter@mailinator.com		✓	⋮
<input type="checkbox"/>	Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			⋮
<input type="checkbox"/>	Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	⋮
<input checked="" type="checkbox"/>	Singh, Stacy	stacysinghcoa.130@gmail.com	✓	✓	⋮
<input checked="" type="checkbox"/>	Smith, Jordan	jordansmith@mailinator.com	✓		⋮
<input checked="" type="checkbox"/>	Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		⋮

3 selected

Add Support Staff
Edit Users
Add User

- In the **Add Support Staff** overlay, choose the support staff user(s).
- Select **Save**.

### ADD SUPPORT STAFF

#### Add Support Staff

Number of Selected Users: 3

#### Add Authorized Support Staff

Utilize the field below to add Authorized Support Staff to the selected users.  
\* Indicates a required field.

**Authorized Support Staff\***

Select individual(s) who have your authorization to access Public Portal on the behalf of the selected users.

Adams, Tanasha

Carter, Jamie

Okpechi, Amarachi

Sandy, REGULAR

Singh, Stacy

Save
Close

**Amend**

⋮

⋮


⋮

⋮

⋮

⋮

⋮

Alternatively, you can also add support staff for a single lawyer using the **Edit Staff** option in the **Actions** menu (three dots) .

### EDIT SUPPORT STAFF FOR A LAWYER

#### Manage Organization Jordan Smith Associates PC








Organization Details

Users

Receipts

#### Users

Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ↑	User ↑↓	Lawyer	Administrator	Amend
<input type="checkbox"/>	Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	
<input type="checkbox"/>	Carter, Jamie	jamiecarter@mailinator.com		✓	
<input type="checkbox"/>	Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			
<input type="checkbox"/>	Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	
<input type="checkbox"/>	Singh, Stacy	stacysinghcoa.130@gmail.com	✓	✓	
<input type="checkbox"/>	Smith, Jordan	jordansmith@mailinator.com	✓		
<input type="checkbox"/>	Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		

0 selected

Add Support Staff
Edit Users
Add User

Edit

Edit Staff

Remove

#### Forward Notifications (optional)

You may check **Forward Notifications** so the lawyer’s notifications are also sent to their support staff.

FORWARD NOTIFICATIONS TO SUPPORT STAFF

### Manage Support Staff ✕

User Name: Jordan Smith

#### Edit User Authorized Support

Utilize the field below to add or remove Authorized Support Staff associated with the selected user.

\* Indicates a required field.

##### Authorized Support Staff

Select individual(s) who have your authorization to access Public Portal on the behalf of the selected user.

- Adams, Tanasha
- Carter, Jamie
- Okpechi, Amarachi
- Sandy, REGULAR
- Singh, Stacy
- ...


**Forward Notifications**

Forward all notifications to the Authorized Support Staff listed above.

Save

Close

**Remove a User**

- Select the **Actions** menu (three dots)  beside the user's name.
- Select **Remove**.

## REMOVE A USER FROM THE ORGANIZATION

### Manage Organization Jordan Smith Associates PC

Organization Details

**Users**

Receipts

#### Users

Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ↑	User ↑↓	Lawyer	Administrator	Amend
<input type="checkbox"/>	Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	...
<input type="checkbox"/>	Carter, Jamie	jamiecarter@mailinator.com		✓	...
<input type="checkbox"/>	Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			...
<input type="checkbox"/>	Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	...
<input type="checkbox"/>	Singh, Stacy	stacysinghcoa.130@gmail.com	✓	✓	...
<input type="checkbox"/>	Smith, Jordan	jordansmith@mailinator.com	✓		...
<input type="checkbox"/>	Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		...

0 selected

Add Support Staff
Edit Users
Add User

- Edit
- Edit Staff
- Remove

- Select **Remove** to in the confirmation overlay.

### CONFIRM USER REMOVAL

Name ↑	User ↑↓	Lawyer	Administrator	Amend
Adams, Tanasha	tanasha.adams@ontario.ca	✓	✓	...
Carter, Jamie	jamiecarter@mailinator.com		✓	...
Okpechi, Amarachi	amarachi.okpechi2@ontario.ca			...
Sandy, REGULAR	sandy.maksimowska+admin@ontario.ca		✓	...
Singh, Stacy	stacysinghcoa.130@gmail.com	✓	✓	...
Smith, Jordan	jordansmith@mailinator.com	✓		...
Theroulde, Sandra	sandra.theroulde@ontario.ca	✓		...

### Confirm

✕

Are you sure you want to proceed with removing this user from the organization?

Remove
Cancel

## Receipts


Select **Receipts** from the left sub-menu to view **all receipts associated with users in your organization**.

The Receipts page includes a table with the following information:

- Transaction Date
- Receipt Number
- Receipt Type
- Receipt Status
- Amount
- User (who made the payment)

**Note:** Receipts created **before** a user joined the organization will not appear in this list.

Sorting and filtering tools are available:

- All column headers on the table are sortable. By default, the table is sorted by the **Transaction Date** in descending order (newest to oldest).
- Select any column header to sort the list.
- Select it again to reverse the sort order.
- Use the **filter icon**  in the top-right corner of the table to open the **Filter and Sort** sidebar and refine the list.  
Select **Update** to apply your filters.

Select the **Receipt Number** link to view the receipt.

## 5.3 Support Staff

Support staff are users who perform portal tasks on behalf of a lawyer or Organization Administrator. This includes filing documents, managing cases, viewing hearings, and reviewing receipts for the lawyer they support. For detailed instructions on adding a support staff, refer to [section 5.2](#) of this user guide.

### Working as a support staff

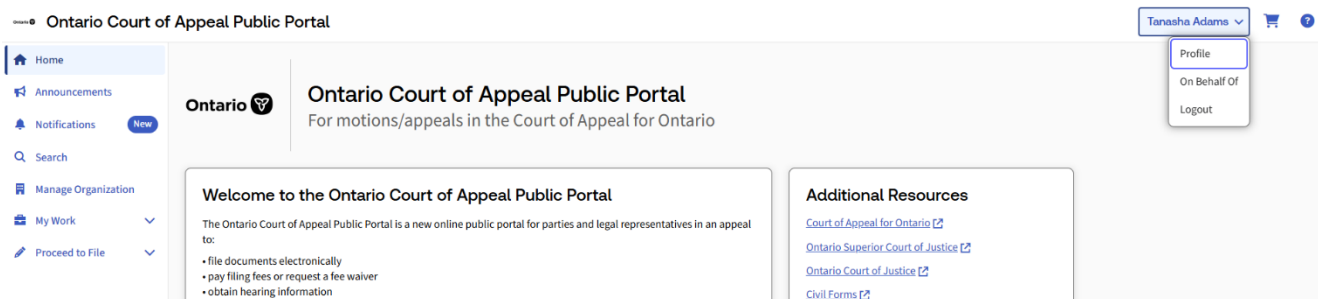
Support staff can switch between working:

- On behalf of a lawyer, or
- As themselves

To work on behalf of a lawyer:

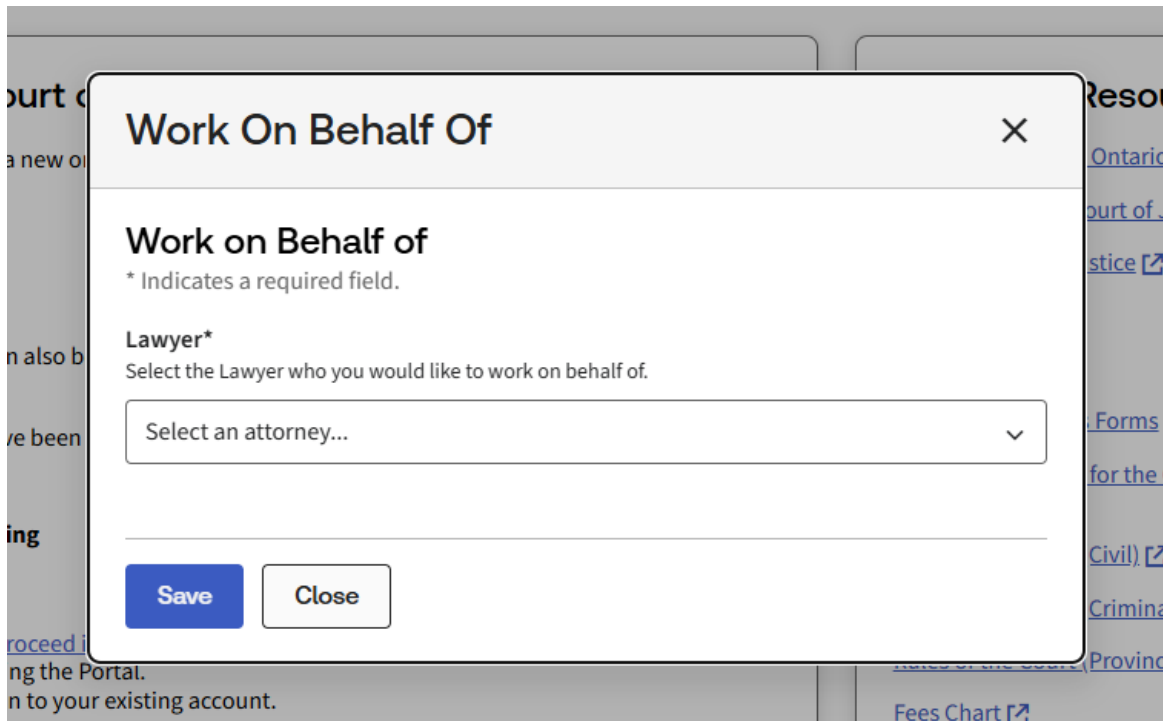
- Select your name in the top-right corner.
- Choose **On Behalf Of**.

### WORK ON BEHALF OF A LAWYER



- In the **Work On Behalf Of** overlay, select the lawyer you will be working for.
- Select **Save**.

SELECT LAWYER TO WORK ON BEHALF OF

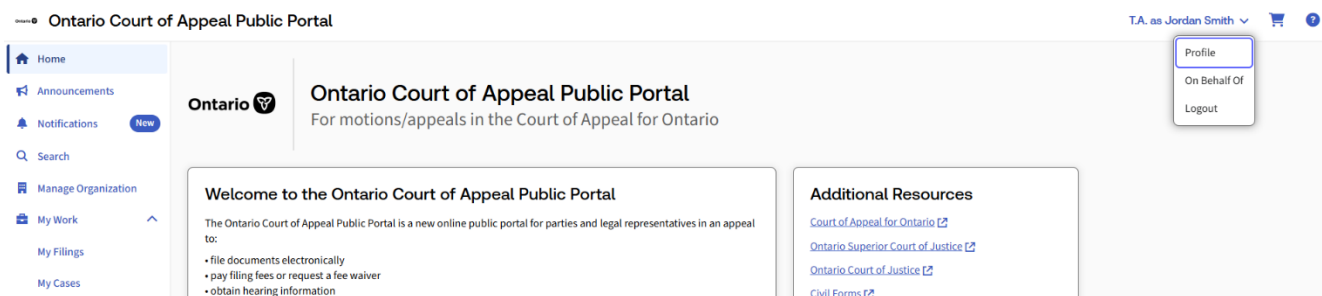


Once selected, all filings, cases, hearings, e-service documents, and receipts displayed in the portal will reflect the lawyer’s information.

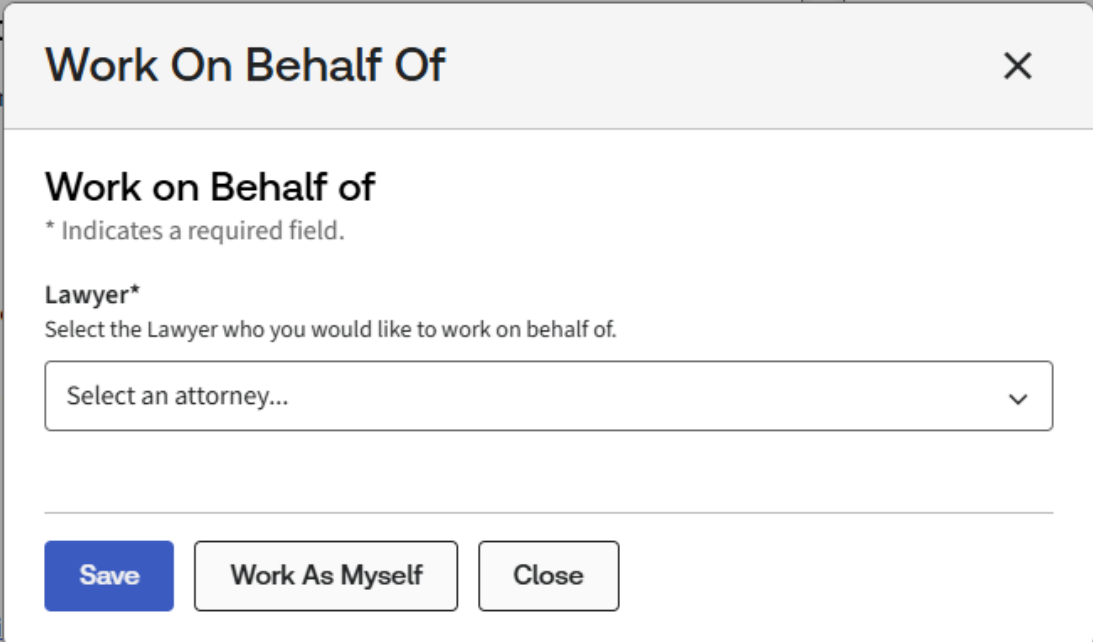
**Return to Working as Yourself**

- Select your name in the top-right corner.
- Choose **On Behalf Of** again.

RETURN TO WORKING AS YOURSELF



In the **Work On Behalf Of** overlay, select **Work as Myself**.



**Work On Behalf Of** ×

**Work on Behalf of**  
\* Indicates a required field.

**Lawyer\***  
Select the Lawyer who you would like to work on behalf of.

Select an attorney... ▾

**Save** **Work As Myself** **Close**

**Note:** Any filings created while working on behalf of a lawyer appear in **that lawyer's** filing list, not the support staff user's own list.

## 6 Glossary

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**Case Classification:** The system used to categorize cases based on specific criteria, such as the category of case (civil or criminal) and subcategory (type of appeal or motion). This helps with organizing and managing cases within the court's system.

**Docket Entry:** A record created by the Court each time a document is filed on a case. Every document you submit through the portal becomes its own docket entry. The docket entry shows the document name, the date it was filed, and who filed it.

**Lead Document:** The primary document in the filing submission.

**Non-originating Motion:** An application/motion filed in an existing appeal or motion before the Court of Appeal. It is used to request the court to decide an issue within the existing case.

**Originating Court:** The court or decision-maker that made the order from which the appeal to the Court of Appeal is taken. Typically, this is the court of first instance where a case is first commenced. If the case has already been appealed to an intermediate appellate court, it is the intermediate appellate court from which the appeal to the Court of Appeal is taken.

**Originating Motion:** An application/motion that commences a proceeding in the Court of Appeal. It is often used to initiate an appeal, such as a motion for leave to commence an appeal.

**User Type:** The classification of users based on their roles and privileges within the portal. Different user types have varying levels of access and capabilities.