**THE PARTIES IN CLASS ACTION PROCEEDINGS SHALL COMPLY WITH ALL PRACTICE DIRECTIONS ISSUED FOR TORONTO REGION APPLICABLE TO THIS MOTION OR HEARING, INCLUDING THE REQUIREMENTS FOR FILING DOCUMENTS AND UPLOADING THEM TO CASELINES AS FOLLOWS:**

## Filing Documents with the Court Office

Counsel and parties shall file their documents electronically. However, if the documents are too large to file electronically, please attempt to limit the amount of people you send to the courthouse to file the documents in person, and to ensure that judicial officials have access to electronic documents for both in person and virtual hearings.[[1]](#footnote-1)

Counsel and parties shall to file court documents using the Ministry’s Justice Services Online (JSO) platform, which includes the [Civil Submissions Online](https://www.ontario.ca/page/file-civil-claim-online) portal [(https://www.ontario.ca/page/file-civil-claim-online)](https://www.ontario.ca/page/file-civil-claim-online). Name your electronic documents according to the court’s [standard document naming](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/)

[protocol (https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-noticeseptember-2-2020/.](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/) After you submit your documents, you will receive an email, with a confirmation number for your submission, from the court office within 5 business days advising whether your documents have been accepted for filing.

## Uploading Documents into CaseLines for Hearings

The Ministry of the Attorney General has procured Thomson Reuters CaseLines document sharing platform for the Ontario Superior Court of Justice. CaseLines allows parties to upload electronic copies of their documents for review by all participants before and during a court hearing. You will receive an email invitation from CaseLines to upload your materials in advance of your court event. The email will include a link to your case within the system. CaseLines is the document sharing platform that will be used for all matters.

Court documents must be submitted to the court office before being uploaded into CaseLines unless the court orders otherwise. Upload your

documents into CaseLines in accordance with any court order/timetable and in any event, at least 5 days prior to your court date. See the [CaseLines notice to](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/faq-caselines/) the professio[n](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/faq-caselines/) [(](file:///C:\Users\GLUSTEB\Downloads\()[https://www.ontariocourts.ca/scj/notices-and-orders-covid19/supplementary-notice-september-2-2020/](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/) ) for more information as well as

Frequently Asked Questions about CaseLine[s](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/faq-caselines/)

[(https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-noticeseptember-2-2020/faq-caselines/)](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/faq-caselines/).

## RULES FOR SUBMITTING DOCUMENTS FOR A HEARING (The following rules do not apply to case conferences)

## The parties are referred to the checklist attached that summarizes the processes to file documents with the court and then to upload them to CaseLines for use at the hearing. Use of CaseLines is mandatory, unless otherwise ordered by the court.

1. The *Rules of Civil Procedure*, RRO 1990, Reg 194 have been amended effective January 1, 2021. Parties are reminded to refer to Rule 4.05.2 regarding the use of the **Civil Submissions Online Portal** and Rule

4.05.3 regarding the use of **CaseLines.**

1. **All documents that a participant files with the court must show the participant’s email address if possible (in accordance with the Rules of Civil Procedure, rule 4.02(3))**. **Email** is the main method of communicating in the Toronto Region.
2. Counsel and all self-represented parties shall **file** all required documents with the Court and pay all required fees through the **Civil Submissions Online** **Portal** at <https://www.ontario.ca/page/file-civil-claim-online>where possible.
3. Sending documents to the court through the **Civil Submissions Online Portal** satisfies Rules and court orders requiring you to **“file”** the documents**.** Documents submitted to the portal are reviewed by the Registrar within 5 days to ensure they meet filing requirements. Parties may seek leave at a hearing to refer to documents on CaseLines that they have submitted for filing through the [Civil Submissions Online](https://www.ontario.ca/page/file-civil-claim-online) portal, but which have not as yet been accepted for filing by the Registrar.
4. Preparing documents for a hearing by uploading them to **CaseLines** (orpreviously to an online folder**)** is a **mandatory** additional step as set out below**.** Itis **not** the same as **filing** documents through the **Civil Submissions Online Portal.**
5. After the judicial assistant receives the **names, telephone numbers, and email addresses** of all participants in the proceeding, the participants will receive an email from **CaseLines** advising that it is ready for use. Participants shall then upload their documents to **CaseLines** in accordance with the *Supplementary Notice to the Profession and Litigants in Civil and Family Matters – Including Electronic Filings and Document Sharing (CaseLines Pilot)* September 2, 2020; updated December 17, 2020, found at

[https://www.ontariocourts.ca/scj/notices-and-orders-covid19/supplementary-notice-september-2-2020/.](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/)

1. Motion/ Application participants **must** keep the court informed of their readiness and report to the court **at the following times:**
   1. For long motions, parties **must** advise the Motions Coordinator by email at LongMotionsStatus.Judge@ontario.ca, **30 days prio**r to the hearing date about the status of the hearing, including the **names, telephone numbers, and email addresses** of counsel for all parties and non-parties participating in the proceeding and for all others who are representing themselves**.**
   2. **Rules 37.10.1 (1) and 38.09.1 (1)** require the party who is making a motion to attempt to confer with the other party and email a **Motion Confirmation Form** to the **Motions**

**Coordinator**. For both Motions and Applications, the Confirmation Form should be emailed to the Motions Coordinator at LongMotionsStatus.Judge@ontario.ca at least **one week** before the scheduled hearing date.

1. To allow the **judge** to prepare for the hearing, all materials to be relied on for the hearing (except **Costs Outlines)** shall be exchanged, submitted to the court office and then uploaded into the correct event (hearing) folder in **CaseLines**.
2. Each document loaded into CaseLines must be named using the naming rules described in section 8, Part C of the *Consolidated Notice to the Profession, Litigants, Accused Persons, Public and the Media Re: Expanded Operations of Ontario Superior Court of Justice, effective May 19, 2020*

[https://www.ontariocourts.ca/scj/notices-and-orders-covid-](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/consolidated-notice/#C_PROCEDURES_GOVERNING_ALL_SCJ_PROCEEDINGS_DURING_SUSPENSION_OF_IN-COURT_OPERATIONS)

19/consolidated-[notice/#C\_PROCEDURES\_GOVERNING\_ALL\_SCJ\_PROCEEDINGS\_](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/consolidated-notice/#C_PROCEDURES_GOVERNING_ALL_SCJ_PROCEEDINGS_DURING_SUSPENSION_OF_IN-COURT_OPERATIONS)

[DURING\_SUSPENSION\_OF\_IN-COURT\_OPERATIONS](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/consolidated-notice/#C_PROCEDURES_GOVERNING_ALL_SCJ_PROCEEDINGS_DURING_SUSPENSION_OF_IN-COURT_OPERATIONS)

1. No **Offers to Settle** that are relied upon for costs purposes shall be uploaded to **CaseLines** without leave of the case management judge.

**REQUIRED STEPS CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **STEP** | **HOW** | **CHECK MARK**  **IF DONE** |
| File documents and pay all fees. | File your documents and pay fees using the Civil Submissions Online portal  [https://www.ontario.ca/page/file-civil-claimonline.](https://www.ontario.ca/page/file-civil-claim-online) **If your matter is urgent or you are filing documents for a court date or deadline that is fewer than 5 business days away**, email your documents to the court office at: Civil Urgent Matters-SCJ-Toronto  <CivilUrgentMatters-SCJToronto@ontario.ca>    Documents submitted to the court in electronic format must be named in accordance with the Superior Court’s Standard Document Naming Protocol, which can be found in section C.8 of the *Consolidated Notice to the Profession, Litigants, Accused Persons, Public and the Media* at: [https://www.ontariocourts.ca/scj/notices-andorders-covid-19/consolidatednotice/#8\_Standard\_document\_naming\_protoc ol](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/consolidated-notice/#8_Standard_document_naming_protocol)  See new Rule 4.05.2.  Ensure your email address is on all documents filed. |  |
| Email the Motions Coordinator 30 days prior to the hearing date about the status including: names, telephone numbers, and email addresses of all counsel and/or self-represented parties. | Send email to:  LongMotionsStatus.Judge@ontario.ca |  |

|  |  |  |
| --- | --- | --- |
| Upload materials to CaseLines including all Motion Records, Factums, and the requested Draft Order or Judgment, unless otherwise ordered by the court. | See new Rule 4.05.3  Ensure you email address is on all documents filed.  For more information about CaseLines, including answers to frequently asked questions, refer to *Supplementary Notice to the Profession and Litigants in Civil and Family Matters – Including*  *Electronic Filings and Document*  *Sharing (CaseLines Pilot)* September 2, 2020; updated December 17, 2020 found at [https://www.ontariocourts.ca/scj/noticesand-orders-covid-19/supplementarynotice-september-2-2020/](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/) |  |
| Confer with opposing counsel and email Motion Confirmation form to  Motions Coordinator. | For motions, see: Rule 37.10.1 and Form 37B.  For applications, see: Rule 38.09.1(1) and Form 38B.  Send email to:  LongMotionsStatus.Judge@ontario.ca |  |
| For all oral motions and applications upload a Compendium to CaseLines at any time before the hearing. The Compendium shall contain the excerpted portions of the cases and evidence which the parties intend to rely upon.  Counsel and self-represented parties should familiarize themselves with the CaseLines-generated page numbering on uploaded documents for ease in directing the judge to specific pages. | See uploading instructions in the Frequently Asked Questions About CaseLines at:  [https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-noticeseptember-2-2020/faq-caselines/orders-covid-19/supplementary-noticeseptember-2-2020/faq-caselines/](https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/faq-caselines/)  Also see CaseLines Hearings - Tips for Counsel and Self-represented Parties: https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/supplementary-notice-september-2-2020/caseline-tips/ |  |
| Exchange costs outlines not  exceeding 3 pages in length at the case management judge’s direction ONLY | See Rule 57.01(6) and Form 57B |  |
| **AFTER THE HEARING** |  |  |
| Upload the costs outlines to  CaseLines if there have been no Rule 49 Offers to Settle. If there have been Rule 49 Offers to Settle, then costs outlines should be dealt with in the manner directed by the  case management judge |  |  |

1. Persons without computer access or who have accessibility needs are exempt. [↑](#footnote-ref-1)