

Court Services Expansion Summary

Please refer to the [Consolidated Notice to the Profession](#) and the [Southwest Regional Notice](#) for full guidance on available court services.

Filings

Subject Line	Short name of file – court file number <i>Example: Doe v. Doe CV-20-1234-0000</i>
Naming Conventions in Attachments	Level of Court – Type of Matter – File Number – Type of Document <i>Example: SCJ – Civil – CV-20-00001234-00ES– Motion Record</i>
Maximum Size	35 MB per email (send multiple emails if necessary)
Body of Email	<ul style="list-style-type: none">- Court file number- Short title of proceeding- List of documents attached- Type of request (outline urgency if attempting to bring an urgent motion)- Name and role of sender (i.e. counsel for the Plaintiff)
Service by Email	Notwithstanding provisions in the <i>Rules of Civil Procedure</i> and the <i>Family Law Rules</i> and subject to an order of the Court directing otherwise, it is not necessary to obtain consent or a court order to serve a document by email where email service is permitted.

Email Filing	Filing is permitted by email, only for matters allowed to be heard by the Notice to the Profession or the Regional Notice. Counsel must undertake to file paper copies and pay the requisite filing fee at the courthouse when operations resume.
Other Filings	Counsel are urged not to file at the courthouse if at all possible. Endeavour to file through the Civil Claims Online Portal and the Small Claims Court online filing service.
Orders	Orders are effective as of the date that the Endorsement is made. Counsel are encouraged to file draft Orders with their materials.

Civil Matters

Type of Matter	Source of Authority	Particulars	Filing Method
Urgent and time-sensitive motions and applications where immediate and significant financial repercussions may result if there is no judicial hearing.	Notice to the Profession	If case law is hyperlinked in written materials, it is not necessary to file a Book of Authorities.	London: London.SCJ@ontario.ca See notice for other Courts' emails Include a maximum two-page email stating the relief requested and why it is urgent (include whether there is agreement on urgency).
Outstanding warrants issued in relation to a Superior Court or a Small Claims Court proceeding	Notice to the Profession		

<p>Any other matter which the Superior Court deems necessary and appropriate to hear on an urgent basis</p>	<p>Notice to the Profession</p>	<p>If case law is hyperlinked in written materials, it is not necessary to file a Book of Authorities.</p>	<p>London.SCJ@ontario.ca</p> <p>Include a maximum two-page email stating the relief requested and why it is urgent.</p>
<p>Pre-trial conferences for settlement purposes only</p> <p><i>If counsel disagree about whether a case is ready for a pre-trial conference, they may request a R. 50.13 conference with a judge.</i></p>	<p>Regional Notice</p>	<p>Provide a teleconference line.</p> <p>Certify in the pre-trial brief or otherwise as instructed by the judge that: (a) the case is ready for settlement discussions; (b) there are no impediments to a full discussion (such as missing expert reports); (c) parties/counsel will attend with full authority to settle.</p> <p>Limit the pretrial brief to 10 pages or fewer, and omit trial management sections.</p> <p>Provide hyperlinks in the pretrial brief to expert reports, case law, and other pertinent documents.</p>	<p>Email requests for a pretrial conference and the pretrial brief to the Trial Coordinator at London.SCJ@ontario.ca.</p>
<p>Rule 7 motions and applications</p>	<p>Regional Notice</p>		<p>London.Courthouse@ontario.ca</p>

Consent motions (in writing)	Regional Notice		London.Courthouse@ontario.ca
Unopposed motions (in writing)			London.Courthouse@ontario.ca
Short opposed motions, <u>excluding</u> motions for summary judgment	Regional Notice	<p>Issues of fact and law must not be complex.</p> <p>Requests for hearings will be triaged for suitability to be heard at this time.</p> <p>If scheduled for hearing by teleconference, the moving party must provide a teleconference line.</p> <p>If case law is hyperlinked in written materials, it is not necessary to file a Book of Authorities.</p>	<p>London.SCJ@ontario.ca</p> <p>Include a maximum two-page email stating (a) the relief requested; (b) why the issues of fact and law are not complex; (c) the names and email addresses of all opposing counsel and self-represented parties.</p>

Short Applications	Regional Notice	<p>Issues of fact and law must not be complex.</p> <p>Requests for hearings will be triaged for suitability to be heard at this time.</p> <p>If scheduled for hearing by teleconference, the moving party must provide a teleconference line.</p> <p>If case law is hyperlinked in written materials, it is not necessary to file a Book of Authorities.</p>	<p>London.SCJ@ontario.ca</p> <p>Include a maximum two-page email stating (a) the relief requested; (b) why the issues of fact and law are not complex; (c) the names and email addresses of all opposing counsel and self-represented parties.</p>
Case Conferences under Rule 50.13	Regional Notice		<p>London.SCJ@ontario.ca</p> <p>Include an email (maximum two pages) stating (a) the purpose of the conference; and (b) names and email addresses of all opposing counsel and self-represented parties.</p>
Class Actions – Case Conference	Regional Notice	To be scheduled at the discretion of the case management judge.	London.SCJ@ontario.ca

Applications	Local Guidance from Court Services Division (CSD)	Must be filed electronically. Must be made returnable at first instance on Friday September 11, 2020 at 10:00 am or such later date and time as is arranged with CSD.	London.Courthouse@ontario.ca
--------------	---	---	------------------------------

If counsel wish to have the matter heard by videoconference, include a request for a video appearance in the initial email to the Trial Coordinator and explain why.

Troubleshooting

- Please follow up with the Trial Coordinator if you have not received a determination from the triage judge within two business days for requests for urgent hearings.
- Please follow up with the CSD Drop Box or Catharine Bates (Catharine.Bates@ontario.ca) if you have not received a response within seven business days for basket and Rule 7 motions.
- If your motion materials have been lost, please follow up with Catharine Bates and she will attempt to resolve the issue.