

## **Procedural Direction from Justice Henderson**

(Courtesy of the MFLA)

Please review and take note of the following Direction from Justice Henderson for matters in London:

"If documents in respect of an urgent motion are being sent to the Trial Coordinator pursuant to the Order of the Triage Judge, those documents need to be filed with the court. They are creating, if required, a continuing record, table of contents and endorsement record. They are inputting them into FRANK, PRINTING and FILING every document that they receive.

We would ask counsel to follow these guidelines depending on whether a new Application has to be issued or not:

**1. Where no application has to be issued:** Counsel is to email the documents to the Trial Coordinator and c.c. the court with that email. In doing so the court staff will know that the documents are just for filing and do not need to be forwarded again to the Trial Coordinator.

**2. If an application needs to be issued:** All documents (draft Application, notice of motion, etc.) are to be first emailed to the court ONLY ([London.Courthouse@ontario.ca](mailto:London.Courthouse@ontario.ca)) for the purpose of issuing, with a copy of the endorsement of the Triage Judge. That way court staff will know that urgency has been determined. Once the Application has been issued, the court staff will return the documents to the parties/counsel so that parties/counsel may forward all to the Trial Coordinator as per the Endorsement of the Triage Judge."