

**London Civil Motions Procedure Memo – Trial Coordinator’s Office
-August 31, 2020**

Civil Motions Court will be held virtually on Sept. 4, 2020, via teleconference. The call-in information will be noted on the Daily Docket. A reminder that it is the responsibility of local counsel to forward this information to any out of town counsel on their files.

All motion material is to be filed with the courthouse (counter services / filing office) electronically (no additional hard copies required), at the following email address:

<https://www.ontario.ca/page/file-civil-claim-online> .

All motion confirmation forms are to be filed electronically with the court house (counter services / filing office) at <https://www.ontario.ca/page/file-civil-claim-online> **AND** by email to the Trial Office at London.SCJ@ontario.ca

If you confirmed your motion as being argued, but it is now on consent, please file an amended confirmation form, advising the court asap.

If your motion is to be adjourned on consent to a future Motions Court date, withdrawn or your matter has settled, please file a motion confirmation form advising the court accordingly. There is no need to speak to these matters.

If your motion is to be adjourned to a Special Appointment date, the Registrar will be able to assist you (as before) commencing at 9:30am (virtually). Once the Registrar has confirmed the date of your Special Appointment, please address the matter in open court at 10:00 a.m. to confirm your date. Once a date has been confirmed as scheduled in open court, please file your Certificate of Readiness of Special Appointment, etc. with the court house (counter services / filing office) at <https://www.ontario.ca/page/file-civil-claim-online> **AND** by email to the Trial Office at London.SCJ@ontario.ca.

If your motion is to be argued on Sept. 4th, please forward the motion material to the Trial Office at London.SCJ@ontario.ca asap (you will already have filed it with the court house via the online portal noted above).

All motions proceeding by way of a consent order, will be converted to a basket motion. There is no need to speak to these matters in Motions Court, simply indicate that it will be a consent order on the motion confirmation form. The motion will then be processed as a basket motion. Please file your consent and draft order with your motion material via the online portal noted above.

The list will be emailed to you as is the current practice once ready for distribution, along with the list of available special appointment dates.

Please ensure you file your motion confirmation form according to the timelines set forth in the Rules of Civil Procedure.

Special Note: When filing a motion confirmation form, please note the following in the subject line of your email to the Trial Office:

Civil Confirmation – Sept. 4th – File #