

BACK TO OPERATIONS

MEMORANDUM

SEPTEMBER 22, 2020

Henderson, J

Local Administrative Judge

Family Court

The smooth return to operations will require the cooperation of several parties. It's a new world for all of us. This is how the bar can contribute:

1. All filings are to go through the family law portal <http://www.ontario.ca/familyclaims> until it closes (5 business days before the event) in accordance with the *Family Law Rules* (the *Rules*). Documents permitted by the *Rules* or court order to be filed after the portal closes are to be emailed to the court's generic email address. The trial coordinator is NOT to be copied as it creates confusion. Until confidentiality issues are resolved CAS is to file by email. Only apprehensions go to the trial coordinator but the applications pertaining to them must be issued by the court. **No documents will be received after the filing of the confirmation, 3 days before the event, unless ordered by the court otherwise.**
2. To assist court staff in ensuring documentation gets into the hands of the judge in a timely way the subject line of the email shall contain **the file name, file number and the event date**. Attachments must be clearly identified such as "the affidavit of Jane Smith sworn (date)".
3. For matters requiring confirmations in accordance with the *Rules*, commencing September 28, 2020 confirmations must be served and filed within the timelines set out in the *Rules*. Confirmations are to be emailed to the trial coordinator's office at the generic email address London.Family.SCJ@ontario.ca and to the court's generic email address for filing. They are NOT to be faxed as there is no one to receive them.
4. The subject line is to contain the same information as set out above.

5. The body of the confirmation shall indicate what the judge is to read. As the virtual file does not contain tabs, reference must be made to the document e.g. affidavit of Jane Smith and the date it was sworn or signed as the case may be (NOT the date it was filed).
6. Registrars will send out endorsements to the parties by email. Counsel shall forward a copy to any self-represented litigants on the file.
7. The Zoom link for each event shall be attached to the daily docket. This is accessible on the Superior Court website or ontariocourtdates.ca/scj
8. The trial coordinator shall not be copied with any discussion emails between counsel. General inquiries regarding files i.e. process, next court appearance, status, time for filing, etc. are to be directed to the court staff.
9. This memorandum is to be directed to all assistants and clerks for whom it is most relevant.