

**Superior Court of Justice
Elgin County Court House**
4 Wellington St.
St. Thomas, Ontario N5R 2P2
Tel: (519) 631-4810 Fax: (519) 637-3036

M E M O R A N D U M

To: Members of the Elgin Bar
From: Justice Scott K. Campbell, Local Administrative Judge
Date: October 13, 2020
Re: UFC Processes

We will continue to conduct our UFC courts virtually via Zoom (or teleconference if directed) until advised otherwise. We have only one in-person courtroom available at this time, courtroom 201. If court is scheduled in any other courtroom other than 201 no in-person appearances will happen and doors will be locked. Zoom invitations will be sent out two days prior to event. Please do not contact TC office prior to that asking to send the Zoom invite. If you are unsure if you have been listed as counsel, please contact the court office by emailing StThomas.Courthouse@ontario.ca.

MOTIONS:

- Motion dates can be obtained by emailing StThomas.Courthouse@ontario.ca or by calling the court office. You must contact the court office to secure a date/time prior to serving.
- You must clarify with the Registrar, Judge or CSD staff how much time is required. We will reserve the time according to your estimates. You will be limited to the time you provided. Please do not confirm for longer than you originally scheduled without first confirming there is enough time.
- Motions dockets at 10:00 a.m. will be for TBST's only limited to 10 matters.
- Motions, uncontested trials etc. will be scheduled at 11:30 and 2:15 on regular motion days.
- Anything over 60 minutes is a special appointment and must be scheduled through the SCJ TC office.
- Confirmations are *only* to be emailed to St.Thomas.SCJ@ontario.ca on time – 3 days prior by 2:00 p.m. Matters not confirmed or confirmed late may be removed from the docket without notice to counsel. *Please do not* fax as instructed in earlier memo.

- Applications, motions to change, and consent basket motions can initially be filed electronically at StThomas.Courthouse@ontario.ca. It is the responsibility of counsel to make sure the hard copies are filed with the courthouse before the first appearance.
- As well, orders for issuing can be sent to StThomas.Courthouse@ontario.ca.
- The court would prefer motions and motion material filed in hard copy at the courthouse prior to the scheduled motion date within the rules. If necessary, motion and motion material can be filed electronically at the generic email box St.Thomas.SCJ@ontario.ca but must be filed in hard copy prior to the date the motion is to be heard.
- Filing appointments are to be arranged by emailing StThomas.Courthouse@ontario.ca
- If you are seeking to have a motion heard and asking the judge to review material that has been filed in hard copy, an electronic copy will also need to be forwarded to St.Thomas.SCJ@ontario.ca at least 3 days prior to the event, preferably at the time the matter is confirmed. Many UFC judges will still be working remotely and therefore do not have access to the files.
- On your confirmations please indicate *exactly* what it is you wish the judge to review and how it has been filed, ie. electronically, hard copy or both.

Example:

- NOM – (dated) filed by (Appl) – supervised access – TAB #
- AFF – of Appl (J. Doe) dated
- When filing material to the court it must be done in proper format. Please make sure your attachments are named with a *proper naming convention*. Please do not simply send documents directly from your scanner.

Example of naming convention:

- AFF 03 SEP 2020 J. DOE
- AOS 01 SEP 2020 B. DOE
- AFF 02 SEP 2020 J. DOE S. 35.1
- NOM 17 AUG 2020 SJM
- Your email subject line should indicate the short style of cause, the event/document and next court date should also be included with the file #

Example:

FC 1/18 Doe v. Doe – Applicant’s Notice of Motion returnable Sept 17/20

- The documents that are attached should also be listed in the body of your email.

The below direction should be followed when communicating by email with court staff and trial coordinators.

- I. To ensure the email is received and processed by the appropriate court office, the subject line should include the following information:
 - LEVEL OF COURT (SCJ)
 - TYPE OF MATTER (Criminal, Family, Civil, Commercial List, Estates)
 - FILE NUMBER (indicate NEW if no court file number exists)
 - TYPE OF DOCUMENT (e.g., Motion, Conference Brief, other request)
- II. The body of the email should include the following information if applicable:
 - court file number (if it is an existing file)
 - short title of proceeding
 - list of documents attached (note: attachments cannot exceed 35 MB)
 - type of request
 - name, role (i.e. lawyer, representative, party, etc.) and contact information of person submitting the request (LSO #, email and phone number)

Example email:

Good Morning. I had previously sent an e-mail with the Notice of Motion and Affidavit of J. Doe attached, I am sending it again with the other documents for electronic filing. Paper copies will be filed once we attend at court.

Attached please find:

- 1. Notice of Motion: August 17, 2020*
- 2. Affidavit of J. Doe*
- 3. Affidavit of Service for SJM on B. Doe*
- 4. Affidavit of Service for SJM on Counsel;*
- 5. S. 35.1 Affidavit of J. Doe;*
- 6. Affidavit of Service for s. 35.1 Affidavit on Counsel.*

**** Documents that are not properly named will not be accepted and returned.**

- If you feel you have a matter that requires being dealt with on an urgent basis it will need to be triaged by a judge in same fashion as outlined in early memos. A request letter or

email not exceeding two pages should be sent to St.Thomas.SCJ@ontario.ca outlining the reason for urgency and the relief sought. You will be contacted after your request is reviewed with a decision outlining instructions.

CONFERENCES

- Case conferences will be 45 minutes and limited to 7/day on a regular conference day
- Settlement conference will be 60 minutes and limited to 5/day on a regular conference day
- It may be necessary as time allows, and resources become available, to schedule conferences on days that are not regular conference days.
- Please file **conference briefs** and **confirmations** to the SCJ generic email box St.Thomas.SCJ@ontario.ca.
- Confirmations are *only* to be emailed to the SCJ generic email box St.Thomas.SCJ@ontario.ca on time – 3 days prior by 2:00 p.m. Matters not confirmed or confirmed late may be removed from the docket without notice to counsel. *Please do not* fax as instructed in earlier memo.
- Please make sure your confirmations are renamed with the proper naming convention as indicated above before emailing.

Just for clarification:

The generic email box StThomas.Courthouse@ontario.ca is the email box for the 1st floor CSD court office.

The generic email box St.Thomas.SCJ@ontario.ca is the generic email box for the SCJ Trial Coordinator's office.