



MEMORANDUM TO THE LAW PROFESSION

TO: The Practicing Bar of the Southwest Region

FROM: Regional Senior Justice B. Thomas

DATE: August 31, 2021

RE: CaseLines

This is a reminder that counsel are required to upload their documentation into CaseLines when invited to do so by the court.

CaseLines is a document sharing platform only. It does not replace the online filing systems currently in place. It is instead, in addition to these systems and is used to share filed materials with parties and the court and to view materials during a hearing. Counsel are reminded that they are required to upload their documentation into the CaseLines program for the following appearances:

Family Law: Case conferences, Settlement Conferences and Trial Management Conferences

Civil: Pre-trials, Long Motions/Applications and Trials

Criminal: Summary Conviction Appeals, Judicial Pre-trials, Bail Hearings/Reviews

Once the court has opened a CaseLines file for one of the above noted hearings, all materials filed in relation to any subsequent hearing in that proceeding **MUST** be uploaded into CaseLines.

The below excerpt taken from the Chief Justice's Supplementary Notice to the profession in Civil and Family Matters effective June 17, 2021 makes this **mandatory**, not optional.

“After materials are filed with the Court in accordance with the applicable Rules of the Court and Notices to the Profession, parties SHALL upload electronic copies of their documents into CaseLines...”

This document sharing platform is user-friendly and will allow for more efficient administration of your client's court proceedings. Failure to upload material into CaseLines may prompt an adjournment of the hearing and/or a costs sanction.