

ONTARIO



Superior Court of Justice
Southwest Region

AMENDED MEMORANDUM TO THE PROFESSION

TO: Counsel and Litigants before the London Family Court

FROM: Justice Sharon E. Hassan
Acting Local Administrative Judge – London Family Court

DATE: November 18, 2025

RE: Adjournment of Settlement Conferences

Our average Settlement Conference time-outs are approximately 24 weeks. We recognize that period is too long.

One of the reasons for these lengthy time-outs is that parties/counsel are often not ready to proceed on the scheduled date. This is the case even though the Settlement Conference had been set months before. It is the experience of the London Family Court that the rate of Settlement Conference adjournment requests is approximately 40 per cent.

Under the current practice, parties/counsel may contact the Trial Coordination Office up to two weeks before the scheduled date of the Settlement Conference to have it adjourned and arrange for a new date. When that happens, unfortunately, it is not very often that the cancelled time slot for the Settlement Conference date can actually be used because it is rarely the case that other counsel/litigants will be ready to proceed to a Settlement Conference on a mere two-weeks' notice. When those cancelled time slots cannot be put to use, it extends our time-outs.

In order to address this concern, the following policy will be instituted effective January 1, 2026.

Parties/Counsel may contact the Trial Coordination Office no less than six weeks before the scheduled date of the Settlement Conference to have it administratively adjourned and rescheduled to a new date. However, no administrative adjournments of Settlement Conferences will be granted if the request is made within six weeks of the scheduled date. The parties and counsel shall be required to attend at the scheduled date to address the reasons why the Settlement Conference could not proceed and to identify the steps to be taken (and when) before a productive Settlement Conference can be held.