

FAMILY COURT OPERATIONS & SERVICES

Updated guide as of January 2024



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Contents

Introduction.....	2
Serving and Filing Documents.....	3
Serving Documents	3
Form 6B Affidavit of Service Checklist.....	4
Filing Documents	6
Three Methods to File Documents	6
Cost to file documents	9
Document naming protocol	10
Going to court.....	13
Teleconferences.....	28
Videoconferences.....	29
Etiquette tips for virtual court appearances.....	30
In-person appearance	31
Etiquette tips for in-person appearances	31
Checklist for court appearances	32
Preparation.....	32
Technology.....	35
Finding and using legal help and court services	37
Luke's Place Legal Clinic	37
Mandatory Information Program (MIP).....	37
Family Law Information Center (FLIC).....	37
Legal Aid Ontario (LAO)	38
Mediation.....	39
RESOURCES	41

Introduction

In March 2020, Ontario's family courts moved quickly and efficiently to ensure their operations were consistent with provincial public health protocols put in place to limit spread of the COVID-19 virus. During this process, many of those involved with the family court system – judges, lawyers, court staff and litigants – realized that some of the changes were long overdue and should be kept in place even after pandemic protocols were lifted.

We have created this resource to provide you with information about how Ontario's family courts are currently operating. **This information is current as of January 2024.**

Please see the final section of this resource for links to websites where you can find up-to-date information about the operation of Ontario's family courts and the services connected with them.

We **strongly** recommend that you stay informed about how the court in your community is operating, as there are sometimes differences between the general information available about the province as a whole and how courts in a particular jurisdiction are operating.

It is important to note that the different levels of court (Ontario Court of Justice, Superior Court of Justice, and Unified Family Court) and different court regions have their own rules and procedures for how cases are to proceed. These rules will cover things like how you schedule court appearances, the timeline for filing court documents and the content and format of the documents are you submitting to the court. Additionally, each individual courthouse may have their own set of specific rules that also apply. Throughout this document, you will be told to look up the Practice Directions and Notices to the Profession for the specific court that your matter is in to determine how you are to proceed at each step. To assist you with that, please see the following resources:

Superior Court of Justice (including Unified Family Court):

Please visit for the current practice directions: <https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/>

Ontario Court of Justice:

Please visit for current practice directions:

<https://www.ontariocourts.ca/ocj/notices/scheduling-of-family-matters/>

Please visit for general information on the family court process:

<https://www.ontariocourts.ca/ocj/family-court/practice-directions/>

General practice directions for various court jurisdictions:

Please visit the following website, which is volunteer run, for general practice directions for various court jurisdictions across Ontario: <https://courtnoticefinder.ca/>

List of Court Locations

Please visit for a list of courts across Ontario if you need assistance in determining which court your matter should be commenced in: <https://www.ontario.ca/locations/courts>

Serving and Filing Documents

Serving Documents

The rules related to serving documents are set out in [Rule 6 of the Family Law Rules](#).

Unless you are bringing a without notice motion, you are required to serve your documents on all parties in your matter.

Serving the Opposing Party

You are required to serve Applications (including Divorce Applications) and Motions to Change through **Special Service**. Special Service means personally delivering a copy of the documents to the opposing side. The moving party (i.e. the person bringing the Application or Motion to Change) CANNOT be the one to personally deliver these documents, instead they must be personally delivered by a friend, a family member, any other third party, or by using a process server.

You are also required to serve any documents that could lead to imprisonment, such as a notice of contempt motion or a summons to witness, by Special Service (the process outlined above).

All other court documents can be served by way of **Regular Service**. Regular Service permits you to serve your documents on the opposing party by way of regular mail, courier, fax or e-mail. If you wish you can continue to serve the documents personally on the opposing party, however, it is not required unless it is outlined in an Endorsement/Order.

Every time you serve court document(s) on the opposing party, you will have to provide the court with proof that they received the document by completing a [Form 6B Affidavit of Service](#). You will need to file this form with your documents at the court office or online before the applicable deadline. Please refer below to the "Form 6B: Affidavit of Service" section for details on completing this form and the "Filing Documents" section below for details on filing documents with the court.

Serving Agencies

The requirements for initially serving documents on the Office of the Children's Lawyer, the Office of the Public Guardian and Trustee, and the Director of the Family Responsibility Office are different. These organizations can be served either by e-mail or in person.

If you are serving by e-mail, the email should be less than 10MB and must include the following information:

1. The sender's name, address, telephone number and email address;
2. The title or a description of the documents that are attached to the email (and being served);
3. Date and time of transmission (this will automatically generate once you send your email); and
4. A name and telephone number of the person to contact in the event of a transmission issue.

If your matter requires you to serve the Office of the Children's Lawyer, you can serve the documents to: OCL.LegalDocuments@ontario.ca

If your matter requires you to serve the Office of the Public Guardian and Trustee, you can serve the documents to: PGT-Legal-Documents@ontario.ca

If your matter requires you to serve the Director of the Family Responsibility Office, you can serve the documents to: FROlegalservice@ontario.ca

You will need to complete a Form 6B: Affidavit of Service anytime you serve an agency. Please refer below to the "Form 6B: Affidavit of Service" section for details on completing this form.

Form 6B: Affidavit of Service

Think of the Form 6B: Affidavit of Service as a receipt which evidences who, when, and what you served.

In order to serve court documents and complete the Form 6B: Affidavit of Service you must be at least 18 years old.

The Form 6B: Affidavit of Service has to be completed by the person who served the documents. So for example if a family member personally served the Application on the opposing side then that family member would be the one to complete the Form 6B: Affidavit of Service. Whereas if you were the one to serve the opposing side, for example by e-mail, then you would be the one to complete the Form 6B: Affidavit of Service.

The Form 6B: Affidavit of Service must be sworn or affirmed, which means it must be signed in front of a commissioner for taking affidavits.

You can use the checklist below to ensure you have completed your Form 6B: Affidavit of Service correctly.

Form 6B Affidavit of Service Checklist

Step	Completed
Page 1 of Form 6B: Affidavit of Service	
At the very top of the form fill in the name of the court, court address, court file number, the date on which you are signing this document, and the names of the parties (under Applicant and Respondent) and their lawyers (if there are any)	
Fill in the name of the person who served the documents and the municipality and province where they reside.	
At #1 indicate when (date and time) the document(s) were served and the person who was served (whether that is the opposing party, opposing party's lawyer, the agency, etc). Then list all of the documents you served, specifically: 1. The name of the document (for example, Application, Notice of Motion, Case Conference Brief, etc);	

<p>2. The author of the document (i.e. who wrote the document, so if you are the Applicant then you would write "Applicant" and if you are the Respondent you would write "Respondent"); and</p> <p>3. The date when the document was signed or commissioned.</p>	
<p>At #2, mark an "X" next to the method of service that you used. For example if you served by email you would mark an "X" next to the email field.</p>	
<p>For #3 to #10, you only complete the section that is relevant to the type of service completed. For example, if you served by email you would ignore/strike out #3 to #8 and only complete #9 which speaks to email service.</p> <p>Follow all prompts of what information to include and what information is to be attached to the Affidavit of Service.</p>	
<p>#10 is only applicable if the court has granted you an Order for substituted service or an Order for service by advertisement. If these are applicable to you, then complete this section. If they are not, then do not complete this section.</p>	
<p>#11 is only completed if someone other than you is completing the Form 6B: Affidavit of Service. For example, if a family member is completing the form they would write their relationship to you here i.e. brother, father, uncle, etc.</p>	
<p>#13 is typically completed when you use a process server and they charge you for their service.</p>	
<p>The person who served the document(s) must swear or affirm that the information in the Form 6B: Affidavit of Service is true. This means that they must sign the form in front of a commissioner for taking affidavits.</p> <p>Note: you can commission your documents electronically with a commissioner via AdobeSign or DocuSign on a video call with the commissioner present OR you can go to your local courthouse and have the filing counter staff, who are commissioners, sign with you.</p>	
<p>Once your document is commissioned, you will need to file the Form 6B: Affidavit of Service</p> <ul style="list-style-type: none"> • If in person: you will need to file the court document you served along with the Form 6B: Affidavit of Service before the applicable deadline. • If online: you will need to file PDF versions of your court documents including the Form 6B: Affidavit of Service using the JSO Portal (information on how to file via the JSO Portal is below under the "Filing Documents" section). 	
<p>Retain a copy of all documents you filed along with the confirmation number for online filing.</p>	

Filing Documents

Three Methods to File Documents

You can file your family court documents by one of the following methods:

1. In person at the filing counter at the courthouse;
2. Electronically through the JSO portal; and
3. By e-mail (but this is only permitted in very limited circumstances).

Each method of filing is explained in more detail below. Please review the below sections as each filing method has various restrictions which you need to be aware of.

Before you file your documents, whether in person at the courthouse, electronically through the JSO portal, or by e-mail, ensure that all your documents are completed, signed, commissioned (if required) and dated.

In-Person Filing

Court documents in paper format can still be filed in person at the court counter. However, the hours of operation at each courthouse vary with some court counters only having limited operating hours as the primary method for filing has changed to electronic filing through the JSO portal. Consider calling the courthouse in your area in advance of attending to learn of their operational hours to ensure they are open when you attend.

Courts will continue to accept the following documents in paper format:

1. An original document containing a wet handwritten signature;
2. A photocopied or scanned-and-printed copy of a document that originally contained a wet handwritten signature; and
3. A scanned-and-printed copy of a document containing a non-wet handwritten signature (for example a signature generated by hand directly into an electronic document using an electronic style, trackpad touchscreen, etc.).

If you attend the courthouse to file in-person, make sure to bring a copy of all the documents you want to file in the format as outlined above.

Electronic Filing

You can also file your documents electronically through the JSO Portal.

If you are submitting your court documents via electronic filing, the document can be signed electronically. However, the electronic signature will only be accepted for filing if it is done in one of the following manners:

1. A certificate-based digital signature on a digital document (for example, a mark applied using software such as Adobe or DocuSign that bears the signatory's name, a serial number, a date, and is verifiable within the software);
2. A scan of a wet handwritten signature on a digital document (for example, a scan of a document that was signed by hand using a pen in PDF or JPEG); or

3. A non-wet handwritten signature on a digital document (for example, a signature generated by hand directly into an electronic document using an electric stylus, trackpad, or touchscreen).

It is important to note that a signature that is simply a typed name, with or without a font change will not be accepted.

To file through the JSO Portal, you must create a [My Ontario Account](#).

Once you have logged into the JSO Portal, scroll down until you see the option for "Family Submissions Online" and click the green "Start" button.

If you are filing documents for a court case that has already started select the option "File documents for an existing case". You will need to know the location of the court that your matter is before and the court file number of your case and enter this information when prompted.

If you are filing documents for a new court case, select the option "file documents for a new case" and enter the location of the courthouse you want to file at.

When filing documents through the JSO Portal you must label your documents in accordance with the Court's Standard Document Naming Protocol, which is outlined below under the heading "Document naming protocol".

After you submit your documents for filing through the JSO Portal, you will receive a confirmation email advising you that the JSO portal has received your submission. Please note that this confirmation email is NOT confirming that your materials have been accepted for filing, but rather that the documents have been received and are now in a queue to be reviewed. It is important to keep a copy of the confirmation e-mail in case there are any issues with the online filing.

After you submit your documents via the JSO Portal, you will receive an email from the court office within 5 business days advising whether your documents have been accepted for filing or if they have been rejected for filing. If your documents are rejected for filing, this email should tell you why your court documents were rejected. Please note that depending on your court location, it may take longer than 5 days to hear back on whether your documents have been accepted. It is important to keep copies of any emails you receive from the court about your filing in case any issues arise.

If your documents are rejected for filing, make the necessary changes to the documents, and then re-file using the JSO Portal. If you do not understand why your documents have been rejected, you should contact the court filing counter and ask for clarification.

When a document has been filed electronically, it is not necessary to file a paper copy with the court. Since the pandemic, courts no longer require paper filings except in very limited circumstances. Nevertheless, it is important to retain a copy of any documents you have filed with the court for your own records.

E-mail Filing

You can file your documents by e-mail under the following limited circumstances:

1. If your matter is urgent, including requests for an urgent hearing; and
2. If you are filing documents with a court date or deadline that is LESS THAN 5 business

days away.

Please be aware that every courthouse has their own practice directions, and some may require you to file the above-mentioned documents through the JSO Portal first and then send an e-mail to the court advising of the time sensitivity of the document. It is always best practice to look at the Practice Directions for your specific courthouse (links are at the end of this document) or alternatively contact the courthouse in advance of your filing deadline and confirm how they want the documents to be filed.

If you are filing your court documents by e-mail, the document can be signed electronically. However, the electronic signature will only be accepted for filing if it is done in one of the following ways:

1. A certificate-based digital signature on a digital document (for example, a mark applied using software such as Adobe or DocuSign that bears the signatory's name, a serial number, a date, and is verifiable within the software);
2. A scan of a wet handwritten signature on a digital document (for example, a scan of a document that was signed by hand using a pen in PDF or JPEG); or
3. A non-wet handwritten signature on a digital document (for example, a signature generated by hand directly into an electronic document using an electric stylus, trackpad, or touchscreen).

It is important to note that a signature that is simply a typed name, with or without a font change will not be accepted.

A list of court email addresses for the **Ontario Court of Justice** can be found on their [website](#).

A list of court email addresses for the **Superior Court of Justice** can be found on their [website](#).

In order to ensure that your request is received and processed by the appropriate court office, the subject line of your email should include the following information:

1	Level of Court (i.e. OCJ or SCJ)
2	Type of matter (i.e. family law)
3	File number (put 'NEW' if no court file number exists)
4	Type of document (motion, application, case conference, focused hearing, other request, etc.)

An example of the subject line would be: SCJ – Family Law – NEW – Urgent Motion OR OCJ – Family Law – FC-23-00000- Case Conference Brief.

The body of the email should include the following information, if applicable:

1	Court file number (if it is an existing file)
2	Short title of proceeding: (i.e., Lopez v. Lopez rather than Jasmine Lopez v. Julio Lopez)
3	List of documents attached
4	Type of request (i.e. to file the attached court documents)

5	Name, role (i.e. legal representative, party, etc.) and contact information of person submitting the request (email and phone number)
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An example of the body of the e-mail would be:

"Hello,

My name is Jane Doe and I am the Applicant in the Doe v Doe matter, with case file number FC-23-00000.

Please find attached to this email the following documents which I am requesting be filed with the court:

- 1. Form 17A: Case Conference Brief dated January 4, 2024;*
- 2. Form 13: Financial Statement sworn January 4, 2024; and*
- 3. Form 6B: Affidavit of Service sworn January 4, 2024.*

If you wish to contact me with about this request I can be contacted at (provide your telephone number and email address)."

When a document has been filed via e-mail, it is not necessary to file a paper copy with the court. Since the pandemic, courts no longer require paper filings except in very limited circumstances. Nevertheless, it is important to retain a copy of any documents you have filed with the court for your own records.

Cost to file documents

There are no filing fees at the Ontario Court of Justice.

However, there may be filing fees at the Superior Court of Justice depending on the claims in your case and the documents you are filing. These filing fees will be owed regardless of whether you are filing online or in person.

If you cannot afford to pay the fees in your case, you can apply for a fee waiver certificate by completing and submitting the [fee waiver certificate](#) along with your materials. It is important to note that the fee waiver request form must be filed before any other court documents are uploaded on the JSO portal. CLEO's [Steps to Justice has a helpful guided pathway that can be used to help you complete the fee waiver form](#). This pathway will ask you a series of questions and will populate the form based on your answers.

You are required to provide a copy of one of the following documents if you are submitting a fee waiver certificate:

1. Income Tax Return (T1) or Notice of Assessment for the most recent tax year;
2. Most recent statement of earnings from your employer showing the total earnings paid in the year to date OR your 3 most recent paystubs; or
3. Most recent statement of income showing income from employment insurance, social assistance, a pension, workers compensation or disability payments.

If for some reason you are not able to provide any of these documents, you must explain why and fill out the rest of the form. You do not have to provide proof of income or complete the

table setting out your household income if you are receiving a Legal Aid Certificate. If you have a lawyer (whether through Legal Aid or not) they should be completing these forms for you.

The fee waiver request form has to be commissioned. You can commission your documents electronically with a commissioner via AdobeSign or DocuSign on a video call with the commissioner present or you can go to your local courthouse and have a member of the court counter staff commission the document for you.

Document naming protocol

When documents are submitted to the court in electronic format (either by e-mail or through the JSO portal), the document name must contain the following information in the following order:

1	Document type, including the form number (i.e. Form 8: Application, Form 14A: Affidavit)
2	Type of party submitting the document (Applicant or Respondent)
3	Name of party submitting the document (include initials if the parties have the same last name for example J. Doe)
4	Date on which the document was created or signed, in the format DD-MMM-YYYY (for example, 13-DEC-2023)

Below are some examples of the document naming protocol:

Application Form 8 – Applicant – J. Lopez – 13-Mar 2023

Answer Form 10 – Respondent – A. Lopez – 20 -Apr -2023

Case Conference Brief Form 17A – Applicant – J. Lopez – 08-Jul-2023

Notice of Motion Form 14–Respondent – A. Lopez 21 Sept 2023 Sept

Sworn Documents

Parties are permitted to file unsworn documents in special circumstances. Depending on what stage you are at in your court matter, you may be required by the judge or a first appearance clerk to swear to the truthfulness of the contents of your documents before them.

That said, a judge may not grant a requested order by a 14B motion unless the documents are sworn. To avoid issues with filing, it is best to have your documents commissioned by a lawyer or a notary public before you file them.

Restrictions on Materials Filed

The courts have several rules when it comes to the content of court documents. These rules are intended to make written materials shorter and more succinct.

All of the courts (Superior Court of Justice, Ontario Court of Justice, and Unified Family Courts)

have their own set of rules about how certain court documents are to be drafted. These rules do things such as set page limits, outline the font size and spacing to be used, and outline what kinds of documents can be included as attachments.

Some jurisdictions (and even some specific courthouses) have additional rules that also have to be followed. As a result, every courthouse may be a little bit different in terms of how court documents are to be completed. For example, the Ontario Court of Justice has different rules than the Superior Court of Justice, but also the Brampton Ontario Court of Justice has different rules and restrictions than the Toronto Ontario Court of Justice. It is also important to understand that each courthouse is continually updating their rules, so what may have been required a few months ago may no longer be applicable.

It can be extremely complicated to navigate all the different sets of rules when it comes to completing your court documents. If you do not comply with the rules, your documents may not be accepted for filing with the court. As such, it is strongly recommended that before you commence drafting or preparing any court documents, you research the rules and restrictions that may apply based on the specific courthouse you are in and your jurisdiction. If you cannot find this information easily online, you should contact the courthouse directly.

Not every court form has rules and restrictions placed on it. In general, the documents that are the primary target of these rules and restrictions are:

1. Case Conference Briefs;
2. Settlement Conference Briefs;
3. Trial Management Conference Briefs; and
4. Motion material (Short, long, and basket motions).

CaseLines

CaseLines will be changing its name to Case Center. Case Center will be a more user-friendly version of CaseLines and is in the process of being rolled out.

CaseLines is a cloud-based document storage e-hearing platform that is used by the court and the parties to access filed materials for remote and in-person court proceedings. If your matter is going ahead on CaseLines, you will receive an invitation from the court. If you do not receive an invitation to CaseLines, it is recommended that you contact the Trial Coordinator's office at the courthouse that your matter is being heard and request permission to access your matter on CaseLines. [All of the Ontario Courts' contact information can be found online.](#)

Once you have filed your materials (either in-person, through the JSO Portal, or by e-mail) you will then need to upload your materials to CaseLines to the appropriate bundle. So for example if you have an upcoming case conference, you will upload all of your case conference materials to the case conference bundle on CaseLines under the Applicant or Respondent folder (if you are the Applicant you will upload your materials under Applicant and if you are the Respondent you will upload your materials under Respondent). Please note that you CANNOT file your materials through CaseLines, instead CaseLines is only used to upload your already filed materials so that the judge and parties are more easily able to review the materials in advance of the court appearance.

For more information on [CaseLines](#), please visit their [website](#).

The Superior Court of Justice has provided [tips on using CaseLines in the Superior Court of Justice](#).

The Ontario Court of Justice has provided [tips on using CaseLines in the Ontario Court of Justice](#).

Going to court

Once you have filed your court documents, you will need to attend various court appearances until your matter is resolved on a final basis. There are various court appearances in a family law case. Below is a brief summary of each step in the court proceeding and some additional information you should be aware of.

It is recommended that you seek Independent Legal Advice before every step in the court proceeding.

First Appearance/First Court Date

If your matter is being heard in the Ontario Court of Justice or a Unified Family Court, the court will assign you a First Appearance (sometimes referred to as a First Court Date). When you file your Form 8: Application with the court, the court clerk will input the date of your First Appearance on the first page of your Form 8: Application.

If your matter is being heard in the Superior Court of Justice, you will **not** have a First Appearance.

The First Appearance is heard before a court clerk, not a judge and is administrative in nature. The purpose of this appearance is to ensure that all the materials needed are properly served and filed before the next steps in the court case are scheduled.

A few things can happen at the First Appearance, including:

1. If you and your ex-partner have correctly served and filed all your materials, the court clerk will schedule your matter for a Case Conference;
2. If you and your ex-partner have not completed all of the court documents, the court clerk may set another First Appearance with the intention that the parties will complete and file all their materials before the next First Appearance; or
3. If you are the Applicant and your ex-partner did not serve his responding materials (i.e. Form 10: Answer) and the 30-day window for the Answer has passed, the court clerk may set your matter to be heard before a judge on an uncontested basis.

Case Conference

A Case Conference is usually the first time you and your ex-partner speak with a judge about your case.

The purpose of the Case Conference is outlined at [Rule 17\(4\) of the Family Law Rules](#). Some of these purposes include:

1. Exploring the chances of settling the case;
2. Identifying the issues that are in dispute and those that are not in dispute;
3. Ensuring disclosure of the relevant evidence, including disclosure of financial information required to resolve any support or property issues; and
4. Setting the date for the next step in the case.

No court order can be made at a Case Conference **unless** it is done on consent of both parties,

or if it is one of the orders outlined at [Rule 17\(8\) of the Family Law Rules](#).

If your matter is being heard in the Ontario Court of Justice or a Unified Family Court, the court clerk will schedule the date for your Case Conference at the end of your First Appearance.

If your matter is being heard in the Superior Court of Justice, you can contact the Trial Coordinator's Office to obtain the next available dates for a Case Conference. Before scheduling your Case Conference, you must contact your ex-partner/your ex-partner's lawyer (either directly or through the means available to you if there is a Restraining Order in place) and confirm if they are available to attend court on that date. Once you have received confirmation of their availability, you must complete the Form 17: Conference Notice. This document will need to be served and then filed with the court, meaning you will also have to complete a Form 6B: Affidavit of Service.

Once the Conference has been scheduled, you will need to complete a [Form 17A: Case Conference Brief](#). This document will provide a summary of the issues that are to be addressed at the conference. If there are any financial claims in the case (for instance claims about support or property division), you may also have to complete an updated Form 13 or Form 13.1: Financial Statement.

Timelines for Serving and Filing Case Conference Materials

Case Conference materials can be served via Regular Service, the types of Regular Service methods are outlined above under the section "Serving and Filing Documents".

Case Conference materials can be filed with the court either in-person, electronically, or by e-mail (but as outlined above under the "Serving and Filing Documents" section, you can only e-mail file if your case conference materials have a deadline of LESS THAN 5 business days from when the case conference is scheduled to take place).

[Rule 17\(13.1\) of the Family Law Rules](#) outlines the timelines for serving Case Conference Materials. For ease, those timelines are as follows:

Who/Which Party?	Timeline
1. You are the party who requested the Case Conference (i.e. the person who contacted the Trial Coordinator's Office to schedule the date of the Case Conference and who completed the Form 17: Conference Note); or 2. You filed a Form 8: Application with the court and are listed as the Applicant AND the Case Conference was not requested by a party (i.e. you went to a First Appearance and the date was given to you by the court	Your Case Conference materials (Case Conference Brief and a Financial Statement if necessary) have to be served and filed NO LATER THAN 6 days before the date of the scheduled Case Conference. Rule 3(4) of the Family Law Rules explains how we count days per the Rules. When counting 6 days, remember the following: <ol style="list-style-type: none"> 1. Saturdays, Sundays and other days when the court is closed (i.e. statutory holidays) do not count as part of the 6 days. 2. When counting days, the first day is considered the day after you serve and file the materials and the last day is the day of the Case Conference. This is illustrated below:

<p>clerk); or</p> <p>3. If your matter is a Motion to Change and you are the party who filed the Form 15: Motion to Change AND the Case Conference was not requested by a party (i.e. you went to a First Appearance and the date was given to you by the court clerk).</p>	<p>If the Case Conference is to be held on Friday, January 26, 2024 then the Case Conference materials need to be served and filed before 4:00PM on Thursday, January 18, 2024.</p> <p>This is calculated as follows:</p> <p>Thursday, January 18, 2024 = Day materials have to be served and filed</p> <p>Friday, January 19, 2024 = Day 1</p> <p>Saturday & Sunday (January 20 & 21), 2024 = Not counted as it's a weekend.</p> <p>Monday, January 22, 2024 = Day 2</p> <p>Tuesday, January 23, 2024 = Day 3</p> <p>Wednesday, January 24, 2024 = Day 4</p> <p>Thursday, January 25, 2024 = Day 5</p> <p>Friday, January 26, 2024 = Day 6 (This is the day of the Case Conference)</p> <p>Note: You can always file your materials early.</p>
<p>1. In contrast to #1 above, if you are the other party who did not request the Case Conference (i.e. you provided your availability to the other party/other party's lawyer and they booked and scheduled the Case Conference); or</p> <p>2. In contrast to #2 above, you filed a Form 10: Answer and are listed as the Respondent AND the Case Conference was not requested by a party (i.e. you went to a First Appearance and the date was given to you by the court clerk); or</p> <p>3. In contrast to #3 above, your matter is a Motion to Change and you filed a Form 15B: Response to Motion to Change AND the Case Conference was not requested by a party (i.e. you</p>	<p>Your Case Conference materials (Case Conference Brief and a Financial Statement if necessary) have to be served and filed NO LATER THAN 4 days before the date of the scheduled Case Conference.</p> <p>Rule 3(4) of the Family Law Rules explains how we count days per the Rules. When counting 4 days, remember the following:</p> <ol style="list-style-type: none"> 1. Saturdays, Sundays and other days when the court is closed (i.e. statutory holidays) do not count as part of the 4 days. 2. When counting days, the first day is considered the day after you serve and file the materials and the last day is the day of the Case Conference. This is illustrated below: <p>If the Case Conference is to be held on Friday, January 26, 2024. The Case Conference materials would need to be served and filed before 4:00PM on Monday, January 22, 2024.</p> <p>This is calculated as follows:</p> <p>Monday, January 22, 2024 = Day materials have to be served and filed</p> <p>Tuesday, January 23, 2024 = Day 1</p>

<p>went to a First Appearance and the date was given to you by the court clerk).</p>	<p>Wednesday, January 24, 2024 = Day 2 Thursday, January 25, 2024 = Day 3 Friday, January 26, 2024 = Day 4 (This is the day of the Case Conference)</p> <p>Note: You can always file your materials early.</p>
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Requirement to Confer in Advance of a Conference

There are a number of preliminary matters you must consider before you attend your case conference. Parties are required to make "best efforts" to speak with the opposing party, whether orally or in writing, about (i) any outstanding request for financial disclosure, and (ii) a temporary resolution of the issues that are in dispute. The only exception to this requirement is if parties are prohibited from communicating with one another because of a court order (this would include Restraining Orders and Peace Bonds) OR if there is a risk of domestic violence by a party who is not represented by a lawyer.

The obligation to confer in advance of a conference applies to ALL conferences, this includes case conferences, settlement conferences, and trial management conferences.

Automatic Orders

There is an Automatic Order (Form 8.01) that the court automatically issues when certain claims are made in an Application, Motion to Change or Answer. These orders require each party to comply with their financial disclosure responsibilities relating to support from the applicable legislation and the *Family Law Rules* so that the case conference is productive. Where an automatic order is provided, it must be served on every party in the case and you must ensure to provide all of the financial disclosure noted in the Automatic Order in advance of the case conference

Settlement Conference

If your matter cannot be resolved after a Case Conference is heard, the court will typically set down the matter for a Settlement Conference which is the next standard step in the court process.

The goal of the Settlement Conference is to help parties reach a settlement on all issues they do not agree on.

The purpose of the Settlement Conference is outlined at [Rule 17\(5\) of the Family Law Rules](#). Some of these purposes include:

1. Exploring the chances of settling the case;
2. Ensuring disclosure of the relevant evidence;
3. If possible, the judge might provide the parties with a view on how the court might decide the case if it went to trial;
4. Setting the date of a Trial Management Conference if a settlement cannot be reached.

As in the case of the Case Conference, no court order can be made at a Settlement Conference **unless** it is done on consent of both parties, or if it is one of the orders outlined at [Rule 17\(8\) of the Family Law Rules](#).

As is also the same for a Case Conference, the parties have a duty to confer with one another in advance of the Settlement Conference and must specifically have discussions in advance of the Settlement Conference with regards to settling the matter on a final basis. Again, there is an exception to this duty if the parties are prohibited from communicating with one another because of a court order (this would include Restraining Orders and Peace Bonds) OR if there is a risk of domestic violence by a party who is not represented by a lawyer.

Settlement Conference Materials to be Served and Filed

Once the Conference has been scheduled, you will need to complete a [Form 17C: Settlement Conference Brief](#). This document will provide a summary of the issues that are to be addressed at the Settlement Conference.

If there are any financial claims in the case (for instance claims about support or property division), you may also have to complete an updated Form 13 or Form 13.1: Financial Statement.

If equalization is an issue, you will also need to complete a Form 13B: Net Family Property Statement if you have not already completed one and a Form 13C: Joint Comparison of Net Property Statement.

Some courts have additional documents that they require to be completed, served and filed for the Settlement Conference. To ensure you are completing all necessary documents it is best to look at the Practice Directions for the court that your Settlement Conference is being heard in.

Timelines for Serving and Filing Settlement Conference Materials

[Rule 17\(13.1\) of the Family Law Rules](#) outlines the timelines for serving Settlement Conference materials. For ease, those timelines are as follows:

Who/Which Party?	Timeline
<ol style="list-style-type: none"> <li data-bbox="181 1390 646 1703">1. You are the party who requested the Settlement Conference (i.e. the person who contacted the Trial Coordinator's Office to schedule the date of the Settlement Conference and who completed the Form 17: Conference Note); or <li data-bbox="181 1717 646 1883">2. You filed a Form 8: Application with the Court and are listed as the Applicant AND the Settlement Conference was not requested by a specific party 	<p data-bbox="667 1390 1421 1486">Your Settlement Conference materials (as outlined above) have to be served and filed NO LATER THAN 6 days before the date of the scheduled Settlement Conference.</p> <p data-bbox="667 1507 1421 1604">Rule 3(4) of the Family Law Rules explains how we count days per the Rules. When counting 6 days, remember the following:</p> <ol style="list-style-type: none"> <li data-bbox="711 1633 1421 1730">1. Saturdays, Sundays and other days when the court is closed (i.e. statutory holidays) do not count as part of the 6 days. <li data-bbox="711 1751 1421 1883">2. When counting days, the first day is considered the day after you serve and file the materials and the last day is the day of the Settlement Conference. This is illustrated below:

<p>(i.e. you went to a Case Conference, DRO Conference, Motion, etc., and the date was given to you by the judge); or</p> <p>3. If your matter is a Motion to Change and you are the party who filed the Form 15: Motion to Change AND the Settlement Conference was not requested by a party (i.e. you went to a Case Conference, DRO Conference, Motion, etc., and the date was given to you by the judge).</p>	<p>If the Settlement Conference is to be held on Friday, January 26, 2024 then the Settlement Conference materials need to be served and filed before 4:00PM on Thursday, January 18, 2024.</p> <p>This is calculated as follows:</p> <p>Thursday, January 18, 2024 = Day materials have to be served and filed</p> <p>Friday, January 19, 2024 = Day 1</p> <p>Saturday & Sunday (January 20 & 21), 2024 = Not counted as it's a weekend.</p> <p>Monday, January 22, 2024 = Day 2</p> <p>Tuesday, January 23, 2024 = Day 3</p> <p>Wednesday, January 24, 2024 = Day 4</p> <p>Thursday, January 25, 2024 = Day 5</p> <p>Friday, January 26, 2024 = Day 6 (This is the day of the Settlement Conference)</p>
<p>1. In contrast to #1 above, if you are the other party who did not request the Settlement Conference (i.e. you provided your availability to the other party/other party's lawyer and they booked and scheduled the Settlement Conference); or</p> <p>2. In contrast to #2 above, you filed a Form 10: Answer and are listed as the Respondent AND the Settlement Conference was not requested by a party (i.e. you went to a Case Conference, DRO Conference, motion, etc. and the date was given to you by the judge); or</p> <p>3. In contrasted to #3 above, you filed a Form 15B: Response to Motion to Change AND the Settlement Conference was not requested by a party (i.e. you went to a Case Conference, DRO Conference, motion,</p>	<p>Your Settlement Conference materials (as outlined above) have to be served and filed NO LATER THAN 4 days before the date of the scheduled Settlement Conference.</p> <p>Rule 3(4) of the Family Law Rules explains how we count days per the Rules. When counting 4 days, remember the following:</p> <ol style="list-style-type: none"> 1. Saturdays, Sundays and other days when the court is closed (i.e. statutory holidays) do not count as part of the 4 days. 2. When counting days, the first day is considered the day after you serve and file your materials and the last day is the day of the Settlement Conference. This is illustrated below: <p>If the Settlement Conference is to be held on Friday, January 26, 2024. The Settlement Conference materials would need to be served and filed before 4:00PM on Monday, January 22, 2024.</p> <p>This is calculated as follows:</p> <p>Monday, January 22, 2024 = Day materials have to be served and filed</p> <p>Tuesday, January 23, 2024 = Day 1</p> <p>Wednesday, January 24, 2024 = Day 2</p> <p>Thursday, January 25, 2024 = Day 3</p>

etc., and the date was given to you by a judge).	Friday, January 26, 2024 = Day 4 (This is the day of the Settlement Conference)
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Trial Management Conference

A Trial Management Conference is scheduled if a final resolution cannot be reached after the parties have attended a Settlement Conference.

The purpose of the Trial Management Conference is outlined at [Rule 17\(6\) of the Family Law Rules](#). Some of these purposes include:

1. Exploring the chances of settling the case;
2. Arranging how to receive evidence at trial;
3. Deciding how the trial will proceed; and
4. Estimating the time needed for trial.

No court order can be made at a Trial Management Conference **unless** it is done on consent of both parties, or if it is one of the orders outlined at [Rule 17\(8\) of the Family Law Rules](#).

Trial Management Conference Materials to be Served and Filed

If your matter is being heard in the Ontario Court of Justice, you will need to complete a [Form 17E: Trial Management Conference Brief](#). This document will provide a summary of the issues that are to be addressed at the Trial Management Conference. If your matter is being heard in the Superior Court of Justice you do NOT need to complete this form.

If your matter is being heard in the Superior Court of Justice, you will need to complete the following forms:

1. [The Trial Scheduling Endorsement Form](#);
2. An Offer to Settle on all outstanding claims in the case;
3. An outline of your opening statements (these would be your opening statements if the matter proceeded to trial).

Whether your matter is in the Ontario Court of Justice or Superior Court of Justice, if there are any financial claims in the case (for instance claims about support or property division), you may also have to complete an updated Form 13 or Form 13.1: Financial Statement.

If equalization is an issue, you will also need to complete a Form 13B: Net Family Property Statement if you have not already completed one and a Form 13C: Joint Comparison of Net Property Statement.

Some courts have additional documents that they require to be completed, served and filed for the Trial Management Conference. To ensure you are completing all necessary documents it is best to look at the Practice Directions for the court that your Trial Management Conference is being heard in.

Timelines for Serving and Filing Trial Management Conference Materials

[Rule 17\(13.1\) of the Family Law Rules](#) outlines the timelines for serving Trial Management Conference materials. For ease, those timelines are as follows:

Who/Which Party?	Timeline
<p>1. You are the party who requested the Trial Management Conference (i.e. the person who contacted the Trial Coordinator's Office to schedule the date of the Trial Management Conference and who completed the Form 17: Conference Note); or</p> <p>2. You filed a Form 8: Application with the Court and are listed as the Applicant AND the Trial Management Conference was not requested by a specific party (i.e. you went to a Settlement Conference, Motion, etc., and the date was given to you by the judge); or</p> <p>3. If your matter is a Motion to Change and you are the party who filed the Form 15: Motion to Change AND the Trial Management Conference was not requested by a party (i.e. you went to a DRO Conference, motion, etc., and the date was given to you by the judge).</p>	<p>Your Trial Management Conference materials (see above) have to be served and filed NO LATER THAN 6 days before the date of scheduled the Trial Management Conference.</p> <p>Rule 3(4) of the Family Law Rules explains how we count days per the Rules. When counting 6 days, remember the following:</p> <ol style="list-style-type: none"> 1. Saturdays, Sundays and other days when the court is closed (i.e. statutory holidays) do not count as part of the 6 days. 2. When counting days, the first day is considered the day after you serve and file the materials and the last day is the day of the Settlement Conference. This is illustrated below: <p>If the Trial Management Conference is to be held on Friday, January 26, 2024 then the Trial Management Conference materials need to be served and filed before 4:00PM on Thursday, January 18, 2024.</p> <p>This is calculated as follows:</p> <p>Thursday, January 18, 2024 = Day materials have to be served and filed</p> <p>Friday, January 19, 2024 = Day 1</p> <p>Saturday & Sunday (January 20 & 21), 2024 = Not counted as it's a weekend.</p> <p>Monday, January 22, 2024 = Day 2</p> <p>Tuesday, January 23, 2024 = Day 3</p> <p>Wednesday, January 24, 2024 = Day 4</p> <p>Thursday, January 25, 2024 = Day 5</p> <p>Friday, January 26, 2024 = Day 6 (This is the day of the Trial Management Conference)</p>
<p>1. In contrast to #1 above, if you are the other party who did not request the Trial Management Conference (i.e.</p>	<p>Your Trial Management Conference materials (see above) have to be served and filed NO LATER THAN 4 days before the date of the scheduled Trial Management Conference.</p>

<p>you provided your availability to the other party/other party's lawyer and they booked and scheduled the Trial Management Conference); or</p> <p>2. In contrast to #2 above, you filed a Form 10: Answer and are listed as the Respondent AND the Trial Management Conference was not requested by a party (i.e. you went to a Case Conference, DRO Conference, motion, etc. and the date was given to you by the judge); or</p> <p>3. In contrast to #3 above, you filed a Form 15B: Response to Motion to Change AND the Trial Management Conference was not requested by a party (i.e. you went to a Case Conference, DRO Conference, motion, etc., and the date was given to you by a judge).</p>	<p>Rule 3(4) of the Family Law Rules explains how we count days per the Rules. When counting 4 days, remember the following:</p> <ol style="list-style-type: none">1. Saturdays, Sundays and other days when the court is closed (i.e. statutory holidays) do not count as part of the 4 days.2. When counting days, the first day is considered the day after you serve and file your materials and the last day is the day of the Trial Management Conference. This is illustrated below: <p>If the Trial Management Conference is to be held on Friday, January 26, 2024. The Trial Management Conference materials would need to be served and filed before 4:00PM on Monday, January 22, 2024.</p> <p>This is calculated as follows:</p> <p>Monday, January 22, 2024 = Day materials have to be served and filed</p> <p>Tuesday, January 23, 2024 = Day 1</p> <p>Wednesday, January 24, 2024 = Day 2</p> <p>Thursday, January 25, 2024 = Day 3</p> <p>Friday, January 26, 2024 = Day 4 (This is the day of the Trial Management Conference)</p>
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Combined Conference

A judge may at any time order that a Case Conference, Settlement Conference, or Trial Management Conference be combined.

In accordance with [Rule 17\(7.1\) of the Family Law Rules](#), the judge at any time can order that the parties Case Conference and Settlement Conference be combined if the factors listed at Rule 17(7.1) have been met.

If you would like to request that the Case Conference and Settlement Conference be combined, ensure that all the factors listed at Rule 17(7.1) of the *Family Law Rules* have been met. Then serve and file a Form 14B: Motion Form requesting this relief.

If a Combined Conference has been ordered, the same timelines for serving and filing as outlined above apply.

Once the Conference has been scheduled, you will need to complete a [Form 17C: Settlement Conference Brief](#). This document will provide a summary of the issues that are to be addressed at the Combined Conference.

If there are any financial claims in the case (for instance claims about support or property division), you may also have to complete an updated Form 13 or Form 13.1: Financial

Statement.

If equalization is an issue, you will also need to complete a Form 13B: Net Family Property Statement if you have not already completed one and a Form 13C: Joint Comparison of Net Property Statement.

Some courts have additional documents that they require to be completed, served and filed for the Combined Conference. To ensure you are completing all necessary documents it is best to look at the Practice Directions for the court that your Settlement Conference is being heard in.

Motions

In general, motions will be aimed at putting in place temporary orders to help bridge the gap until a final resolution.

A party can bring a motion seeking temporary relief any time after a Case Conference is heard. The only time a motion may be brought before a Case Conference is if the relief sought is urgent. The court sets a very high threshold for what it considers to be urgent enough to warrant a motion before a conference. Before commencing an urgent motion, it is strongly recommended that you seek legal advice on whether the issue meets the test of urgency.

Every courthouse and jurisdiction has their own set of rules about how to schedule a motion, and the timing of when the court documents for the motion have to be served and filed. If you are looking to bring a motion, it is recommended that you seek legal advice and that you look up the specific practice direction for the court that your matter is being heard in.

14B Motions (sometimes referred to as Basket Motions or Paper Motions)

A party may also file a 14B Motion to deal with relief that is made without notice, made on consent, and that is unopposed or limited to procedural issues.

These motions differ from a regular motion as there is no set motion date. Instead, the motion documents are put before the Judge and they make a decision based only on the motion documents filed before them.

A 14B Motion is done by completing a [Form 14B: Motion Form](#) and an accompanying [Form 14A: Affidavit](#). Please note that the Affidavit is not always required to be filed alongside the Form 14B: Motion Form - it depends on the relief sought as to whether same should be completed.

Before completing a 14B motion it is best to seek legal advice as to whether the relief you are seeking can be heard via a 14B Motion and to be provide assistance on completing the necessary documents.

Further, each court has their own rules and procedures about 14B Motions (for example page limits, the content that can be included, attachments, etc.) and so you should refer to the Practice Directions for the Court that you are seeking to file a 14B Motion in.

Trials

If you cannot settle your matter with your ex-partner, then the matter will proceed to a trial. At trial, you and your ex-partner will have the opportunity to present evidence to the judge, who

will then make a final decision on all outstanding issues.

Trials are very complicated. There are very specific rules that govern trials and the kinds of evidence you can use to prove your case. If your matter is at this stage, it is recommended that you seek legal advice on what forms and documents need to be completed well in advance of the date of your trial.

Confirmation Forms

Before every court appearance, with the exception of a First Court Appearance, you are required to complete, serve and file a confirmation form. The confirmation form is a document which helps the judges identify the main issues for the upcoming appearance and what documents they should be reviewing in advance of the upcoming appearance. Not only is the confirmation form required, but it also helps to focus the issues for the upcoming appearance so the judge knows exactly what you will be addressing. For a motion, you must complete [Form 14C: Confirmation of a Motion](#) and for a Case Conference, Settlement Conference and Trial Management Conference you must complete [Form 17F: Confirmation of Conference](#).

You are expected to communicate with your ex-partner in advance of completing the confirmation form unless you are prohibited from communicating with your ex-partner because of a court order, terms of recognizance, or you have concerns about family violence and your ex-partner is not represented by counsel.

Form 14C: Confirmation of Motion Checklist (FOR MOTIONS)

Step	Completed
At the very top of the form fill in the name of the court, court address, court file number, and the names of the parties (under Applicant and Respondent) and their lawyers (if there are any)	
At #1, put your name down and click either the "Applicant" or the "Respondent" box depending on who you are in the proceeding.	
At #2, indicate whether you have been able to confer with the other party. As outlined above, this is a requirement per the <i>Family Law Rules</i> . If you are unable to communicate because of a court order (this would include Restraining Orders and Peace Bonds) OR if there is a risk of domestic violence by a party who is not represented by a lawyer, then indicate that here. If you have attempted to confer with the opposing party but they have ignored all of your communications, then you can indicate that here.	
At #3, indicate the date and time that the motion has been scheduled for. At #4, indicate whether a Case Conference has been held in your matter and the name of the judge who heard the Conference.	
At #5, if you have a case management judge, then indicate their name	

<p>here. If you do not, you can leave this spot blank or indicate "N/A".</p>	
<p>At #6, indicate what is happening at the upcoming appearance.</p> <p>If you intend to argue your motion then put an X beside "going ahead on the issues listed in paragraph 7"</p> <p>If you have reached a consent, and the motion no longer needs to be argued, put an X beside "going ahead for a consent order". You then need to attach the draft Order which is based on the terms of the consent.</p> <p>If you have agreed to adjourn the motion, then put an X beside "being adjourned on consent to..." and indicate the new date.</p> <p>If you are seeking an adjournment, but the other side is refusing and wants the motion to go ahead, then put an X beside "going ahead for a contested adjournment..." You need to provide the reasons as to why you are seeking the adjournment.</p>	
<p>At #7, if your motion is going ahead, then you need to write out all the orders that you are seeking that the court make at the upcoming motion. If there has been a change in circumstances since you filed your motion materials, then this is where you would update the Court on the new relief you are seeking.</p>	
<p>At #8, if you have a draft Order that you want the judge to sign then click this box. If you do not, then leave this box blank. If you click this box, ensure that you have a copy of the draft Order for the judge at the motion.</p>	
<p>At #9, indicate all the materials you want the judge to read before the motion is heard. If you do not include it here, the judge will not know to read that material in advance of the motion.</p> <p>Best practice is to include the name of the document, whose document it is (i.e. Applicant or Respondent), and the date of the document.</p>	
<p>At #10, write out the time you expect the motion will take. If you are able, you should contact the opposing side (or their lawyer if they are represented) and ask them what time they will require and indicate it here.</p> <p>Keep in mind that all court appearances have time limits and you should ensure the time you put down is within the time limit for your scheduled court appearance.</p>	
<p>Sign and date the bottom of the document.</p>	

Form 17F: Confirmation of Conference Checklist (FOR CASE CONFERENCES, SETTLEMENT CONFERENCES, AND TRIAL MANAGEMENT CONFERENCES)

Step	Completed
<p>At the very top of the form fill in the name of the court, court address, court file number, and the names of the parties (under Applicant and Respondent) and their lawyers (if there are any)</p>	
<p>At #1, put your name down and click either the "Applicant" or the "Respondent" box depending on who you are in the proceeding.</p>	
<p>At #2, indicate whether you have been able to confer with the other party AND indicate which issues you have been able to discuss.</p> <p>As outlined above, this is a requirement per the <i>Family Law Rules</i>. If you are unable to communicate because of a court order (this would include Restraining Orders and Peace Bonds) OR if there is a risk of domestic violence by a party who is not represented by a lawyer, then indicate that here where it says "If not, provide reasons:"</p> <p>If you have attempted to confer with the opposing party but they have ignored all of your communications, then you can indicate that here.</p>	
<p>At #3, indicate what type of conference you are attending and provide the date and time of the conference.</p>	
<p>At #4, if you have a case management judge, then indicate their name here. If you do not you can leave this spot blank or indicate "N/A".</p>	
<p>At #5, indicate what is happening at the upcoming appearance.</p> <p>If you intend to proceed with the conference, then put an X beside "going ahead on the issues listed in paragraph 6"</p> <p>If you have reached a consent, and the whole matter is resolved, then put an X beside "going ahead for a consent order". You then need to attach the draft Order which is in accordance with the terms of the consent to the confirmation form.</p> <p>If you have agreed to adjourn the conference, then put an X beside "being adjourned on consent to..." and indicate the new date.</p> <p>If you are seeking an adjournment, but the other side is refusing and wants the conference to go ahead, then put an X beside "going ahead for a contested adjournment...". You need to provide the reasons as to why you are seeking the adjournment.</p>	
<p>At #6, indicate the most important issues to be discussed at the conference. Ensure to provide that information in detail so the judge is aware of all the outstanding issues to be resolved. For example, if there are any outstanding procedural issues including disclosure</p>	

requests, then you should include this information in your form. If there is an urgent issue, such as support payments or children being withheld, then indicate that information here.	
At #7, indicate all the materials you want the judge to read before the conference is heard. If you do not include it here, the judge will not know to read that material in advance of the motion. Best practice is to include the name of the document, whose document it is (i.e. Applicant or Respondent), and the date of the document.	
At #8, write out the time you expect the conference will take. If you are able, you should contact the opposing side (or their lawyer if they are retained) and ask them what time they will require and indicate it here. Keep in mind that all court appearances have time limits and you should ensure the time you put down is within the time limit for your appearance.	
Sign and date the bottom of the document.	

Filing and Serving Confirmation Forms

You must serve your Confirmation on the opposing side by either fax or e-mail.

Once you have served your Confirmation on the opposing side you must then file it with the Court by e-mailing a copy to the Trial Coordinator's Office. Please note that some courts have specific e-mail addresses that they want you to e-mail Confirmations to, so please refer to the Practice Directions for the court that your matter is in to find the correct e-mail address.

The Confirmation must be served and filed **NO LATER THAN 2:00PM** 3 days before the date of the appearance. To illustrate how to count the days, please see the below example:

Friday, January 26, 2024 = Confirmation has to be served and filed by 2:00PM

Monday, January 29, 2024 = Day 1

Tuesday, January 30, 2024 = Day 2

Wednesday, January 31, 2024 = Day 3 (day of Motion or Conference)

Restrictions on Adjournments

Asking the Court to change a scheduled date is called an adjournment. Adjournments can either be made on consent, if the opposing side agrees, or in special circumstances the Court can grant an adjournment. Please note that in several regions across the province of Ontario, you need permission to adjourn a court date even if it is on consent. If a matter is adjourned because a party is not prepared, the Court may make a cost order against that party. It is important to check with your local courthouse if you believe you may need an adjournment and to determine what steps you need to take in order to make the request.

Binding Judicial Dispute Resolution

At select courthouses at the Superior Court of Justice level, a pilot project has been developed to provide a streamlined way to reach a final resolution on less complex family law cases.

Parties, on consent, can participate in a Binding Judicial Dispute Resolution ("Binding JDR") hearing to reach a final resolution more quickly and with fewer formal processes.

In Binding JDR, the judge meets with both sides and their lawyers (if any) to explore possibilities for resolution. Each party is expected to explain their proposal to resolve the outstanding issues as well as provide the key facts that support their position. The judge will be able to hear anything they consider important and relevant to the issues that need to be decided, regardless of the formal rules of evidence. At the end of the Binding JDR, the judge will provide a final decision on all outstanding issues, including those that have been resolved on consent. Unlike a Settlement Conference, the parties can request that the same judge who assisted them with trying to resolve their case makes a final decision for them on any issue they cannot resolve on consent.

Binding JDR is appropriate in cases where there are a limited number of issues or where the parties have substantially agreed on the facts but require a determination of how the law applies to their case. For example, if you and your ex-partner are looking to settle the terms of a parenting plan schedule, or are trying to determine the reasonableness of special or extraordinary s.7 expenses, binding JDR may be appropriate for you.

Binding JDR is not appropriate in circumstances where there is a power imbalance as a consequence of domestic violence or if only one party has a lawyer.

Only a limited number of binding JDR hearings are available at each courthouse who is participating in the pilot project. In order to ensure each case applying to use binding JDR is appropriate, the court must approve each request for a binding JDR hearing.

For more information on binding JDR and the process to move forward with this method, please visit [their website](#).

Mode of Hearing

Depending on what step you are at in your family law case, your court appearance may be done by way of teleconference, videoconference or in person at the courthouse.

The different levels of court (Ontario Court of Justice, Superior Court of Justice, and Unified Family Court) and different court regions have their own rules and procedures for how cases are to be heard. Additionally, each individual courthouse may have their own specific rules when it comes to the mode of hearing. Before every appearance, ensure you look up the Notice to the Profession for the specific court that your matter is in to determine how your next court date will be heard.

If your matter is in the Ontario Court of Justice, please refer to [their website](#) for the mode of hearing for each appearance (again, you should also check if the specific Ontario Court of Justice that your matter is in has a further Notice advising of a different mode of hearing for your appearance).

If your matter is in the Superior Court of Justice (which includes Unified Family Court), please refer to [their website](#) for the mode of hearing for each appearance (again, you should also

check if the Superior Court of Justice that your matter is in has a further Notice advising of a different mode of hearing for your appearance).

To provide you with some information on each mode of hearing, please see below.

Teleconferences

A teleconference is where all parties attend the court appearance via phone. You will not be able to see one another and so it is important to wait your turn to speak so that everyone is not talking over one another.

What to expect during a teleconference and etiquette tips for teleconferences

1. If you have a landline, use it for the hearing.
2. When you call into the teleconference, slowly state your name and who you are in the case.
 - For example, you are either the "Applicant" or the "Respondent". The first page of all your court documents will tell you whether you are the Applicant or the Respondent.
 - You may need to slowly spell your name out for the court reporter and judge.
3. The court clerk will confirm that all the parties in your case are present. The judge will join the teleconference after everyone is present.
4. When you address the judge, refer to them as "Your Honour" .
5. If there is anyone in the room with you, let the judge and the court reporter know. Identify them and their relationship to you.
6. The judge will let you know when you can speak. Do not interrupt anyone when they are speaking.
7. When the judge is speaking, you must stop talking.
8. Every time you speak, start by saying your name.
9. Speak slowly and clearly. It is important to take your time and speak slowly so that the judge can understand your case and provide you with guidance on how to move forward on some of your legal issues.
10. Do not have your phone on the speaker setting.
11. Mute your phone when you are not speaking. This will help reduce background noise.
12. Be courteous and respectful to all participants, even if you feel frustrated or angry. If the judge determines that you are behaving in a disruptive manner, they may mute you or remove you from the meeting.
13. If you are using an interpreter, keep your statements short so that they are able to translate easily and information does not get missed.
14. Ensure that you are in a quiet space with minimal to no background noise.
15. Do not chew gum, eat food, or respond to text messages while you are on your

teleconference.

16. Enter the teleconference a few minutes early.
17. Do not record the proceedings. Unauthorized recordings of court matters may be an offence under section 136 of the *Courts of Justice Act*, which makes it a criminal offence to publish or broadcast certain information referred to during a court hearing.
18. If at any time you missed something that was said, let the judge know so that the statement may be repeated.
19. At the end of your teleconference, provide the court clerk with your email address (if they do not already have it) as they will provide you with your next court date and the judge's endorsement from the teleconference via email.

Videoconferences

All videoconference appearances are heard via Zoom. You do not need to download Zoom or have a Zoom account to participate in the hearings. If you want to familiarize yourself with Zoom before the videoconference, there are Zoom tutorials available (<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>).

You should also ensure that you have sufficient bandwidth for the hearing (minimum 1Mbps, but for the best connection you need 3 Mbps).

Videoconferences are like teleconferences with the exception that you will see all the parties to your court case as well as the judge, and all of them will be able to see you.

You will receive instructions in advance from the court if your hearing is being held by way of videoconference.

- If your matter is in the Ontario Court of Justice or a Unified Family Court (unless you have asked for a divorce or division of property), you will have a First Court Appearance. When your Application is issued, you will be given the Zoom call-in details OR the teleconference call-in details on the first page of your Application for the First Court Appearance. If you do not receive the call-in details on the first page of your issued Application, contact your local courthouse in advance of your First Appearance to confirm what mode of hearing it will proceed by (in-person, teleconference, or videoconference) and request the call-in details if it will be heard via teleconference or videoconference).
- How you receive further teleconference or videoconference call-in details will depend on the courthouse that your matter is in. Most courthouses are now using CaseLines and if your matter is proceeding by way of videoconference, the Zoom call-in details will be provided to you through CaseLines. However, some courthouses will e-mail you a link to the videoconference rather than providing it to you via CaseLines. If the Zoom call-in details have not been uploaded to CaseLines two (2) days before your matter is to be heard, and you have not been emailed a copy of the call-in details, consider contacting your local trial coordinator's office and asking to be sent a copy of the call-in details. All of the Ontario Courts' contact information can be found [online](#).

Etiquette tips for virtual court appearances

1. If possible, join the videoconference through a computer (desktop or laptop) as opposed to your cellphone or other kind of device.
2. During a videoconference, you will need to have your video camera turned on. As a result, you should:
 - a. Wear clean and tidy clothes;
 - b. Make sure your location is well lit and that you are visible to the judge;
 - c. When you need to make a comment (e.g. when you do not agree with what the opposing party is saying), raise your hand so the judge can see it. Do not interrupt the opposing party and never interrupt the judge;
 - d. If possible, use headphones to try and block out some of the natural background noise;
 - e. Mute your microphone when you are not speaking;
 - f. Make sure your computer or device that you are using is charged;
 - g. Do not eat food, chew gum, answer phone calls or send text messages during the hearing. You can have a glass of water with you but it should be in a clear glass; and
 - h. Ensure that you are in a quiet space with minimal to no background noise.
3. Log in at least 15 minutes before the hearing begins. You will be placed in the virtual waiting room until the court proceeding commences. Sometimes the court can be running behind schedule so ensure to continue waiting in the virtual waiting room.
4. If there is anyone in the room with you, let the judge and court reporter know. Identify them and their relationship to you.
5. Make sure that your name on Zoom (i.e. the name that appears on the screen) is yours.
6. When you address the judge, refer to them as "Your Honour".
7. When the judge is speaking, you must stop talking.
8. Be courteous and respectful to all participants, even if you feel frustrated or angry. If the judge determines that you are behaving in a disruptive manner, they may mute you or remove you from the meeting.
9. Speak slowly and clearly. It is important to take your time and speak slowly so that the judge can understand your case and provide you with guidance on how to move forward on some of your legal issues.
10. If you require an interpreter: Break down what you say into smaller sentences so that the interpreter may translate more efficiently.
11. Do not record or take photos or screen captures/shots during the proceedings. Unauthorized recordings of court matters may be an offence under section 136 of the *Courts of Justice Act*, which makes it a criminal offence to publish or broadcast

certain information referred to during a court hearing.

12. When the meeting is over, make sure you disconnect from the meeting. If you are unsure you are disconnected, turn off your device.

In-person appearance

In-person appearances are now proceeding the way they did before the COVID-19 restrictions. COVID-19 screening is no longer required to enter the courthouse.

If your matter is being heard in person, ensure that you arrive to the courthouse early to allow time to get through the security check and to allow you time to find the courtroom that your matter is being heard in.

Etiquette tips for in-person appearances

- When you go to family court, you will be focused on thinking about your case.
- You will likely be nervous about what lies ahead for your day. You may be worried about seeing your ex-partner or his friends or members of his family. You may also be anxious about logistical details like finding the washroom, getting to the right courtroom, knowing where you can go to have a smoke, and so on.
- In the midst of all of this, good manners may be the last thing on your mind. However, your case will move along more smoothly and you may feel more comfortable while you are at court if you follow a few informal courthouse rules of etiquette.
- You do not have to dress in fancy or expensive clothes when you go to court. In fact, you will be more comfortable if you wear clothes you are already used to.
- Try to wear clothes that you would wear to a job interview. In other words, don't look like you just jumped out of bed and are still wearing your pyjamas, and don't look like you are on your way to a nightclub.
- Don't wear sunglasses or a hat into the courtroom; if you do, you will be asked to remove them, and some judges can be quite fierce-sounding when they ask you to do this. You should also not chew gum or suck on candy or bring food or drinks into the courtroom.
- While you can and should have your cell phone with you while you are at court, it must be turned off inside the courtroom. This means turned OFF and not just turned to vibrate.
- Bring a pen and some paper with you so you can write notes to your lawyer or your Family Court Support Worker if you need to tell them something rather than whispering to them while the judge is in the courtroom.
- Because you may have to go through security to get into the courthouse, bring only what you need for the day. Remove any sharp objects such as a pocket knife from your purse or bag. Do not bring any weapons to the courthouse.

- While you are in the courtroom, you should stand when the judge enters or leaves the room. If you talk to the judge, you should begin your statement with “Your Honour.”
- Difficult as it may be, do your best to avoid showing extreme emotions, especially anger. You may have every right to be very angry, but try to avoid showing that this is how you feel. Keep your body language and facial expressions pleasant but neutral.
- Avoid getting drawn into any kind of argument, heated discussion or physical altercation with your ex-partner. No matter how much he tries to bait you, resist the temptation to engage with him. If you are the one to walk away, it will show any witnesses that you are not the aggressive or violent one.
- Make sure any support people (especially friends or family members) who come to court with you understand that they should also avoid any confrontations with your ex-partner or his friends or family.
- Do not bring your children to court with you. There is no childcare at family court and children cannot come into the courtroom, so there will be nowhere for them to be while you are dealing with your case. Even if you have a friend or family member who offers to come with you to take care of the children, spending hours at family court is not good for children.
 - The exception to this may be if you have a very young infant whom you are breastfeeding, but even in this case, you should have someone reliable with you who can take care of the baby while you are in the courtroom.
- Bring as many copies of your documents as you will need, as the court will not be able to photocopy documents

Checklist for court appearances

Going to court – whether in person or remotely – is stressful. We have created a checklist to help you prepare so you can feel as safe, comfortable and focused as possible. Your Family Court Support Worker or legal advocate can assist you to work through this checklist as you plan for your court hearing.

Preparation

Issue	Activity	Status
My case	I know what day and time the hearing will be held	
	I understand what this hearing is about and what the possible outcomes are	
	I have prepared notes of what I want to say/what questions I have for the hearing	

	I know what my role is during the hearing and am ready for it. My role is:	
	I have met with my lawyer to review my case and the hearing. (If you do not have a lawyer, visit LukesPlace.ca to learn about our Legal Clinic.)	
	I have the contact information for all the parties and lawyers in the case and they have my and/or my lawyer's information	
	Other:	
Documents	All documents related to this hearing are complete	
	All documents related to this hearing have been served and filed	
	All documents have been uploaded to CaseLines (this step is only applicable if the courthouse your matter is in is using CaseLines)	
	If it is safe to do so: I have tried to narrow the issues to be discussed at the hearing by speaking with the lawyer for the opposing party or with the opposing party (if they do not have a lawyer) in advance	
	I have completed my Confirmation Form (Form 14C for a motion and Form 17F for a conference), and have served and filed it.	
	I have a copy of all documents to use during the hearing	
	I know what I want the judge to know based on my evidence and documents	
	I have saved electronic versions of the documents and communications in two safe locations that the abuser and the children cannot access (e.g. password protected, 2-step verification)	
	I have saved paper versions of the documents and communications in a safe location that the abuser and the children cannot access	
	Other:	
Support	If I need an interpreter: I have arranged one in advance through the court's filing office.	
	I am working with a legal support worker/Family Court	

	Support Worker to prepare for my hearing	
	My worker will be attending the hearing with me	
	We have made arrangements so she can join the hearing	
	We have discussed her role during the meeting, which is:	
	I am meeting with my worker before the hearing to review our plan	
	We have a system in place so we can communicate privately with one another during the hearing	
	I have made plans for my self-care before, during and after the hearing, that include:	
	I have set a time to debrief with my worker about the hearing. It is:	
	Other:	
Personal	I have made arrangements so my children won't overhear or interrupt me during the hearing*	
	I have booked time off work for the day of my hearing	
	I have someone in addition to my legal support worker/Family Court Support Worker to provide me with support before and after the hearing. This is:	
	Other:	

* If you cannot make alternative childcare arrangements and have an infant or a toddler, it is understandable that leaving them in another room or away from you is not possible. If this applies to you, consider letting the court clerk know before your matter proceeds. Most judges understand that you may have childcare responsibilities or cannot make alternative arrangements for childcare.

Technology

The following steps apply if your court appearance is being heard either via teleconference or videoconference.

Issue	Activity	Status
Privacy and safety during hearing	I have a safe and secure location for the hearing	
	The location is quiet and I can speak without distractions or concerns about my privacy	
	If the hearing is by videoconference: Nothing will be visible that is personal or could identify my location or my home's security (e.g. window catches, locks, security system)	
	At the time of the hearing: I have left devices I am not using for the hearing outside the room so that the abuser cannot intimidate me with texts/calls/messaging	
	If going to a different location: I turned off GPS on my device so the abuser cannot locate me	
	Other:	
Equipment	I know whether my hearing is taking place by teleconference or by videoconference	
	I have instructions from the court on how to join the meeting	
	I have access to the technology I need for my hearing	
	I have a charger for my device	
	I have tested my technology (phone for teleconference, with earbuds if possible; computer/laptop/smartphone, web cam/camera and mic/earbuds/headphone for videoconference) in the place where I will be participating in the hearing	
	On the day of the hearing: I have closed all programs and turned off any notifications on my device	
	On the day of the hearing: I have a pen and paper handy for taking notes	
	Other:	

Safety online and on your phone

Abusers often use social media or technology such as emails and text messages to control and intimidate. It is not unusual for an ex-partner to use technology to monitor, stalk or threaten you. For tips and information, see the Safety section of the Family Court and Beyond workbook and the [Luke's Place Tech Safety Toolkit](#).

Safety Planning

If you have experienced domestic violence it is critical that during separation, after separation, throughout the court process, and after the court process is complete that you have a safety plan in place. This plan should cover both your physical and emotional safety.

While your ex-partner's behaviour is unpredictable and beyond your control, you can make a safety plan to help increase your safety and reduce your risks. Never minimize the safety concerns you have.

A safety plan is an individualized plan that reduces the risks of further abuse for you and your children. It should also include strategies for basic needs like income, housing, health care, food, child care and education for the children.

For more detailed information on safety planning and how to create your own safety plan please visit the Luke's Place ["Family Court and Beyond" website](#).

Finding and using legal help and court services

Luke's Place Legal Clinic

The Legal Clinic provides free summary legal advice to women in Ontario who have been subjected to intimate partner violence. To access the clinic, you must have been subjected to violence or abuse in your relationship and have a family law legal issue for which you wish to receive summary legal advice. The lawyers who provide advice through the Legal Clinic are experienced and trained on the issues women deal with when they leave an abusive partner. If you do not have access to a support worker or legal advocate in your community, Luke's Place staff will assist you in terms of accessing the clinic and connect you with services in your community for you to have ongoing support.

To book an appointment, call 1-866-516-3116 ext. 235 or email intake@lukesplace.ca.

Mandatory Information Program (MIP)

MIPs are an information session provided by the courts which provides information about the family court process. Regardless of who commenced the court proceeding, both you and your ex-partner must attend a MIP. However, you will not attend the same MIP session.

The MIP takes approximately two (2) hours to complete. It is important that you schedule your MIP as soon as possible as some courts will not schedule a next step in your matter until you have attended your MIP.

Once you have completed your MIP, you will be provided with a MIP certificate of completion. This forms need to be filed with the court.

You can attend your MIP at the courthouse which your matter is being heard in OR online through Family Mediation and Information Service providers.

If you wish to attend the MIP in-person at the courthouse, please contact your local courthouse for available MIP dates and times. The contact information for all courthouses in Ontario can be found [online](#).

If you wish to attend online, the contact information for the various service providers can be found [online](#).

Family Law Information Center (FLIC)

FLIC services are available at all court locations where family cases are heard to provide information about separation and divorce, family justice services, child protection, community resources, information on mediation and general court processes.

Some FLIC services are back to operating in-person, while other FLIC services are only available online. For more information please visit their [website](#).

One of the resources available through FLIC is duty counsel. Duty counsel are lawyers, who work with Legal Aid Ontario, who provide virtual and in-person (at the courthouse) legal advice with respect to your family law matters. The scope of what duty counsel lawyers can assist with varies in each jurisdiction, but a duty counsel lawyer **may** be able to do the following:

1. Listen to your family law issues and make suggestion about what you can do;
2. Explain the laws applicable to your situation;
3. Review court forms you completed or need to complete; and
4. Assist you when you go before a judge at certain appearances.

To learn of what role duty counsel can play in your jurisdiction it is best to contact your local FLIC and inquire further.

Legal Aid Ontario (LAO)

LAO provides certificates to individuals based on financial eligibility. If you are provided with a LAO certificate it means that LAO has agreed to pay for a lawyer's services on your behalf, however, the LAO certificates have a limited number of hours on them and they can only assist with specific issues.

In extremely urgent or high-risk situations for people experiencing domestic abuse, LAO may provide a certificate to people who would not otherwise meet the LAO financial eligibility. LAO has their own processes for dealing with these cases and so it is best practice to contact them and advise them of your situation if this applies to your case.

To see if you are financially eligible, you can visit the [LAO website](#) to see their financial requirements.

You can also contact LAO toll-free at 1-800-668-8258 to see if you are eligible for a LAO certificate.

Once you have a certificate, you can use the "[Find a Lawyer](#)" search tool to find a lawyer in your jurisdiction (or in a nearby jurisdiction) who accepts legal aid certificates in family law.

Legal Aid Ontario's Lawyer Assisted Application Forms

Please note that LAO has released a new lawyer assisted application forms for family law proceedings where a person has been subjected to domestic violence. If you have had a meeting with a lawyer that accepts LAO certificates, and you do not yet have a LAO certificate, they can complete this form with you to request that LAO provide your lawyer with a LAO certificate so that they may assist you with your family law matter. A link to the form is available [online](#).

Applications are still subject to legal and financial criteria.

LAO Summary Legal Advice

If you have a family law issue, you may be able to get free summary legal advice over the phone from a LAO lawyer for up to 20 minutes. Anyone can use this service to get legal advice and information. Income is not a requirement to access this service. It may take up to 48 hours to get a response from a lawyer on your family law matter.

To use this service call 1-800-668-8258.

LAO Two-Hour Certificate

LAO has a program for survivors of domestic violence where a certificate can be provided which grants a person with two (2) hours of free legal advice from a LAO lawyer who is able to accept these certificates. There is **NO** financial eligibility requirement to be provided with a two (2) hour certificate. You can only receive a maximum of five (5) of these certificates a year (one per legal issue).

Only certain lawyers can accept these certificates, so it is important to use the LAO "[Find a Lawyer](#)" tool and to specifically search based on "family" and "advice - domestic violence" to find a list of eligible lawyers.

Certain local shelters and community legal clinics can distribute these certificates, if this is a service they offer. It is suggested you contact your local shelter or community legal clinic to inquire into this service if this is something you would like to discuss. You can also reach out to Legal Aid directly at the number identified above to ask about local organizations in your community who may be able to assist.

Mediation

Mediation is a way that you and your ex-partner can try to work out your dispute without going to court. During mediation, you will work with a mediator to talk to your ex-partner and come to an agreement about issues such as parenting arrangements, support, division of property and who can live in the family home.

Mediation is voluntary; you cannot be forced to mediate if you don't want to.

Mediation services are offered through family court locations across the province. Mediation is free for anyone "in court" that day for a motion, case conference, pre-trial, or trial. Since the pandemic, many court-affiliated mediation services have shifted to offering their services online, however, some mediation services are back to operating in-person. If you are not in court that day, appointments can be made for off-site mediation to take place. The cost of this mediation is based on a sliding scale. A list of courthouse mediation services can be found on the [Ministry of the Attorney General website](#).

There is also private mediation, which is not scheduled through the courthouse mediation office but is booked directly with a mediator that you and your ex-partner agree to use. The cost of private mediation will depend on the hourly rates of the private mediator.

Mediation may not be appropriate if your ex-partner has been or is abusive to you. This is because he may try to manipulate or intimidate you into agreeing to the result he wants rather than being open to sincere negotiations with you to come up with an outcome that can work for both of you.

If you cannot be open and honest with your ex-partner or if you feel that he does not listen to or respect you, mediation may not be a good idea.

To read more about mediation, please see Luke's Place's "[Family Court & Beyond](#)".

LSO Emergency Family Law Referral Telephone Line

The Law Society of Ontario (LSO) has a family law referral service available to residents of Ontario. You can access this service if you have a family law issue and you do not have a

lawyer, are unsure if your issue is urgent enough for the court to deal with, or are unsure of what the next step is in your family law matter. This referral service allows you to get 30 minutes of free legal advice and information from a family law lawyer.

To use this service, call 416-947-3310 or 1-800-268-7568 or you can access the service online at: <https://lsrs.iso.ca/lsrs/welcome>

Pro Bono Students Canada Family Justice Centre

Pro Bono Students Canada hosts virtual legal clinic appointments for Ontarians dealing with family law issues who are unable to afford a lawyer, but do not necessarily qualify for legal aid.

At the virtual clinics, private bar family law lawyers will supervise law students in providing unbundled legal services to self-represented litigants in Ontario. For more information, please see: <https://www.probonostudents.ca/family-justice-centre>

Ontario's Family Law Limited Scope Services Project

If you do not qualify for a LAO certificate and cannot afford to retain a lawyer yourself then you should consider hiring a lawyer to provide a limited scope service. When you hire a lawyer to provide a limited scope service, you are paying them to perform a specific task(s) on your matter and you would be responsible for all other steps in your case. Some examples of limited scope work that a lawyer could be retained to do is:

- Give an opinion about a legal problem and advise as to how to resolve it or help you prepare your submissions for an upcoming court appearance;
- Perform legal research;
- Prepare court documents;
- Attendance at court for a particular step in a case, such as a case conference or a motion;
- Attendance at mediation;
- Review of agreements, such as cohabitation agreements, marriage agreements, and/or separation agreements.
- Not all lawyers are willing to take on limited scope work. The Ontario Family Law Limited Scope Services Project has put together a list of lawyers who are currently open to taking limited scope work. Please visit their website for more information: <https://familylawlss.ca/lawyer-directory/>

RESOURCES

Court Notices and Practice Directions

As we noted in the introduction, Ontario's family courts have been subject to significant change since the pandemic and changes continue to be made to court process and procedure. We will do our best to update the information in this resource in a timely way, but we strongly encourage you to turn to these websites for accurate and current information about court operations:

Superior Court of Justice (including Unified Family Court):

Please visit the following link for the current practice directions:

<https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/>

The Superior Court of Justice has also put together a helpful "Guide to Process for Family Cases at the Superior Court of Justice" which can be found here:

<https://www.ontariocourts.ca/scj/files/pubs/guide-family-cases-EN.pdf>

Ontario Court of Justice:

Please visit the following link for current Practice directions:

<https://www.ontariocourts.ca/ocj/notices/scheduling-of-family-matters/>

Please visit the following link for general information on the family court process:

<https://www.ontariocourts.ca/ocj/family-court/practice-directions/>

General practice directions for various court jurisdictions:

Please visit the following website, which is volunteer run, for general practice directions for various court jurisdictions across Ontario: <https://courtnoticefinder.ca/>

Other Resources

CLEO has put together many resources and guides to assist with many of the family court steps. You can view these resources here: <https://stepstojustice.ca/legal-topic/family-law/>

At Luke's Place we have put together a resource called 'Family Court and Beyond' to provide further information and assistance with regards to the court process. You can access this resource here: <https://familycourtandbeyond.ca/>