

## Case Center Fixed Pagination Enhancement Summary Guide

### What is changing?

As of **August 5, 2025**:

- **Case Center's auto-generated pagination:** When documents are uploaded, Case Center will assign permanent page numbers that will remain static and attached to that document, even if the document is later deleted or moved.
- **Placeholders for deleted documents:** Any documents deleted from Case Center will be visually marked on the 'Index' page and the 'Review' page. The deleted document will be replaced with a placeholder page. If a document is moved, the page numbers will not change after the document is moved (for example, if page A3 is moved so it is immediately after page A5, the page numbers would be ordered as follows: page A1, A2, A4, A5, A3).

### Does this feature change the process for uploading or moving materials?

No. This feature will not change the current workflow for counsel, legal staff and/or self-represented litigants to upload or rearrange materials.

### Relevant Links to Related Material

- [Superior Court of Justice](#) - How to Organize & Upload Documents
- [Ontario Court of Justice](#) - Case Center Hearings Tips for Counsel and Self-represented Parties

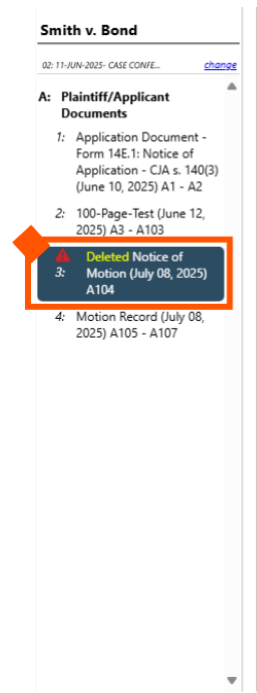
### Appendix Guides

- I. Placeholders for Deleted Documents
- II. Pagination – Document is Deleted, and a New File is Uploaded
- III. Pagination – Document is Moved Within the Same Bundle

## Appendix I: Placeholders for Deleted Documents

The deleted document is clearly marked on the 'Index' page (Image 2), and a placeholder page is displayed in the review view to maintain context (Image 1).

**Image 1:** Case Center Review Page within a case, displaying the deleted document indicator and placeholder page



**Smith v. Bond**

02: 11-JUN-2025- CASE CONF... [change](#)

**A: Plaintiff/Applicant Documents**

- 1: Application Document - Form 14E.1: Notice of Application - CJA s. 140(3) (June 10, 2025) A1 - A2
- 2: 100-Page-Test (June 12, 2025) A3 - A103
- 3: Deleted Notice of Motion (July 08, 2025) A104**
- 4: Motion Record (July 08, 2025) A105 - A107

### Place holder page (Page du paramètre fictif)

Index (index)	0003
Pagination Details (détails de la pagination)	A104
Document/File Name (nom du document/fichier)	Notice of Motion
Loaded Date (date de chargement)	July 8, 2025 5:37 PM GMT
Deleted Date (date de suppression)	July 8, 2025 5:38 PM GMT

Place holder page – The document/file indicated above has either been deleted or removed from Case Center. (Page de remplacement – Le document/fichier indiqué ci-dessus a été supprimé ou retiré de Case Center.)

**Image 2:** Case Center Index Page within a case, displaying the deleted document indicator

### Smith v. Bond

Reference CV-25-00740513-0000

Category Civil

Description 


Front Page Text

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#### Contents

**Bundle:** 02: 11-JUN-2025- CASE CONFERENCE [Select Bundle](#)

A: **Plaintiff/Applicant Documents** (4 documents, 107 pages, 0 minutes)

0001	Application Document - Form 14E.1: Notice of Application - CJA s. 140(3)	June 10, 2025	1:A1 - A2	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>	<a href="#">S</a>	<a href="#">T</a>
0002	100-Page-Test	June 12, 2025	2:A3 - A103	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		
 0003	Deleted Notice of Motion	July 08, 2025	3:A104	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		
0004	Motion Record	July 08, 2025	4:A105 - A107	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		

## Appendix II: Pagination – Document is Deleted, and a New File is Uploaded

Permanent page numbers are attached to the original document. If a document is deleted and replaced by a new upload, new page numbers are assigned to the uploaded document.

**Image 3:** Case Center Review Page within a case, displaying a new file that has been uploaded after another file was deleted. New page numbers are assigned to the document.

Smith v. Bond  
02: 17-JUN-2023- CASE CONF... [change](#)

A: Plaintiff/Applicant Documents

- 1: Application Document - Form 14E.1: Notice of Application - CJA s. 140(3) (June 10, 2023) A1 - A2
- 2: 100-Page-Test (June 12, 2023) A3 - A103
- 3: Deleted Notice of Motion (July 08, 2023) A104
- 4: Motion Record (July 08, 2023) A105 - A107
- 5: Notice of Motion (July 23, 2023) A108

(Court file no.) A108

FORM 37A  
Courts of Justice Act  
NOTICE OF MOTION  
(General heading)  
NOTICE OF MOTION

The (*identify moving party*) will make a motion to the court (*or judge*) on ..... (*day*), ..... (*date*), at ..... (*time*), or as soon after that time as the motion can be heard.

PROPOSED METHOD OF HEARING: The motion is to be heard (*choose appropriate option*)

☐ In writing under subrule 37.12.1 (1) because it is (*insert one of on consent, unopposed or made without notice*);

☐ In writing as an opposed motion under subrule 37.12.1 (4);

### Appendix III: Pagination – Document is Moved Within the Same Bundle

Documents can be moved from one section to another, within the same bundle. When documents are rearranged in this manner, the pagination remains the same.

**Image 4:** Case Center Index Page within a case, displaying a file that was moved from the Plaintiff/Applicant Documents section to the Defendant/Respondent Documents section

**Smith v. Bond**  
  
Reference CV-25-00740513-0000  
Category Civil  
Description 

Front Page Text


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**Contents**  


**Bundle: 02: 11-JUN-2025- CASE CONFERENCE** [Select Bundle](#)

**A: Plaintiff/Applicant Documents** (4 documents, 107 pages, 0 minutes)  

0001	Application Document - Form 14E.1: Notice of Application - CJA s. 140(3)	June 10, 2025	1:A1 - A2	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>	<a href="#">S</a>	<a href="#">T</a>
0002	100-Page-Test	June 12, 2025	2:A3 - A103	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		
 0003	Deleted Notice of Motion	July 08, 2025	3:A104	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		
0004	Motion Record	July 08, 2025	4:A105 - A107	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		

**B-1: Defendant/Respondent Documents (1)** (1 document, 1 page, 0 minutes)  

 0005 Notice of Motion

0005	Notice of Motion	July 23, 2025	5:A108	<a href="#">View</a>	<a href="#">PDF</a>	<a href="#">Open Original (.pdf)</a>		
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**Image 5:** Case Center Review Page within a case, displaying a file that was moved from the Plaintiff/Applicant Documents section to the Defendant/Respondent Documents section

**Smith v. Bond**

02: 11-JUN-2025- CASE CONF... [change](#)

**A: Plaintiff/Applicant Documents**

- 1: Application Document - Form 146.1: Notice of Application - CAJ v. 14003 (June 10, 2025) A1 - A2
- 2: 100-Page-Test (June 12, 2025) A3 - A103
- 3: Deleted Notice of Motion (July 08, 2025) A104
- 4: Motion Record (July 08, 2025) A105 - A107

**B: Defendant/Respondent Documents (1)**

- 5: Notice of Motion (July 23, 2025) A108

(Court file no.) A108

**FORM 37A**

*Courts of Justice Act*

**NOTICE OF MOTION**

*(General heading)*

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