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MEMORANDUM

To: Civil Bar Associations and Legal Organizations

From: Regional Senior Justice S.E. Firestone

Subject: Toronto Region Notice to Profession and Parties and Consolidated Practice Direction – Civil Appearances

Date: **July 24, 2023**

This is to advise counsel that in an effort to reduce delay and increase efficiency the following changes will apply to the scheduling of select civil appearances in the Toronto region.

Elimination of “Placeholder” Motions

Effective September 4, 2023, the requirement that any date requested or scheduled for a short or long motion before a judge or associate judge be vacated if the Notice of Motion is not filed with payment of the motion fee within 10 business days after the motion date is requested will be strictly enforced.

Express Court for Short Motions before an Associate Judge

Effective September 4, 2023, short motions that do not fall within the requirements for in-writing motions, and which will require no more than a 15-minute hearing may be scheduled in an express court.

Requirement for Parties to Attend a Case Conference for Short Motions Before a Judge for which an Oral Hearing is Required

Effective September 4, 2023, all opposed short motions and short applications, with the exception of summary judgment motions, appeals from Associate Judges and appeals from the Consent and Capacity Board, must proceed to a case conference before the motion or application is scheduled for an oral hearing. On the case conference, the judge may identify the issues that are contested and explore methods to resolve the contested issues. If the contested issues cannot be resolved and if the case conference judge is satisfied that an oral hearing is required, the judge may schedule a hearing date for the motion or application and establish a timetable.

Introduction of Calendly

The Toronto region is piloting Calendly, a cloud-based scheduling tool that is accessible via web, to facilitate the scheduling of select Civil appearances. As a result of this pilot, please be advised the processes to schedule select Civil appearances in the Toronto Region have changed. Effective September 4, 2023, parties should use <https://calendly.com/toronto-region> to request an appearance before the court for the following matters:

- Civil Practice Court;
- To Be Spoken To Court;
- Long Trial Scheduling Court;
- Case conference before a Judge;
- Short Motions before an Associate Judge;
- Construction Lien Short Motions properly before an Associate Judge; and,
- Construction Lien First Trial Management Conferences.

Parties will canvas their availability and make best efforts to consent to a date and time. Once a date and time has been selected, ONE party in the action will follow the prompts and complete the Calendly process. Upon completing the Calendly process, the requestor will receive an automated email confirming their request and outlining next steps to secure their date. It is the responsibility of the requestor to forward all automated confirmation and scheduling emails related to the Calendly event to other parties in the action.

If you'd like more information and tips on how to effectively use Calendly to schedule your appearance with the court, you can consult the SCJ website at the following link: <https://www.ontariocourts.ca/scj/notices-and-orders-covid-19/tip-sheet-counsel-selfrep/>

To accommodate the above amendments, changes will be made to the following forms:

- Civil Requisition to Schedule Short Motion or Application form; and,
- Associate Judges' Construction Lien Motion Request form.

On September 4, 2023, these amendments will be available on the SCJ website.