

**Ministry of the
Attorney General**

Office of the Assistant Deputy
Attorney General

Courts Transformation and
Technology Division

McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

**Ministère du
Procureur général**

Bureau du sous-procureur
général adjoint

Division de la technologie judiciaire et
du renouvellement relatif aux tribunaux

Edifice McMurtry-Scott
720, rue Bay, 11^e étage
Toronto, ON M7A 2S9

MEMORANDUM TO: Members of Bar Associations and Legal Organizations

DATE: August 5, 2025

FROM: Peter O’Keefe, Assistant Deputy Attorney General

SUBJECT: Case Center Auto-Generated Pagination Update and Training
Cases Pilot

The purpose of this memo is to provide information on updates to the auto-generated pagination feature in Case Center and access to training cases within Case Center.

Case Center Auto-Generated Pagination Update

Updates have been made to Case Center to help parties more easily refer to the same pages within documents and organize materials in preparation for hearings.

When documents are uploaded into Case Center, the system generates page numbers. Up until now, these page numbers were dynamically updated to remain sequential whenever counsel removed or re-organized uploaded documents, impacting the ability to consistently reference Case Center's pagination.

To address the challenge that the dynamic updating of page numbers has presented, the features listed below will be implemented 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.

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Case Center Training Cases Pilot

The Ministry of the Attorney General is launching a pilot program to provide Case Center users greater familiarity with the platform through the practical use of training cases. The Ministry will use the current pilot to inform future Case Center training opportunities.

Through this pilot, participants will be granted temporary access to training cases within Case Center, allowing counsel and legal staff to practice and explore Case Center.

Access for a two-week period will be provided on a first come, first served basis. Capacity will be limited to 25 users and multiple two-week periods will be offered; early submission is encouraged to secure a preferred timeframe.

Anyone interested in participating can register at the [following Training Case Registration link](#).

If you have any questions on either of these updates, please contact us at: CaseCenterSupport@ontario.ca

Sincerely,

Peter O'Keefe
Assistant Deputy Attorney General
Courts Transformation and Technology Division

Ontario 

cc: Katie Wood, Assistant Deputy Attorney General, Court Services Division

Enclosure: Case Center – Fixed Pagination Enhancement Summary Guide (EN/FR)