

**Notice to the Public and the Profession
(CENTRAL WEST REGION)**

June 23, 2025

UPLOADING TO CASE CENTER: CIVIL AND FAMILY CASES

(*This Notice currently does not apply to cases that are brought under the *Child Youth and Family Services Act*).

- [1] The Superior Court of Justice requires counsel to upload your properly filed documents to Case Center (formerly known as CaseLines). (See [Part 1 B](#) of the Consolidated Provincial Practice Direction (Family) and [Part II A](#) for the Consolidated Provincial Practice Directions (Civil)) The Court has observed that counsel have not always been diligent in complying with this obligation.
- [2] Judges will no longer be reviewing documents for an event unless those documents are uploaded to Case Center in accordance with the Practice direction referenced above. If you do not upload your documents to Case Center, your matter may be adjourned.
- [3] Once your documents have been properly filed and accepted through Justice Services Online, you will receive an acceptance email with a copy of the documents attached (or to download from portal if document size exceeds email limit). Each document will be stamped at the top indicating that it was “Electronically filed,” the date and time of filing, court location where it was filed, and the court file number. These stamped documents should be uploaded to the proper event bundle in Case Center as soon as possible after they are received.

Electronically filed / Déposé par voie électronique : 12-Dec-2024 Thunder Bay Superior Court of Justice / Cour supérieure de justice

- [4] For Family Law Cases, counsel are not expected to upload the following documents to Case Center, as these will be handled by court staff:
- i. 14B Motions
 - ii. Consent Motions to Change
 - iii. 23C Uncontested Trials

- [5] Reminder for Family Cases: the Superior Court of Justice Consolidated Provincial Practice Direction for Family Proceedings requires parties to upload all pleadings along with 35.1 and 35.1A affidavits, financial statements, net family property statements and MIP certificates into the “**Pleadings**” bundle in Case Center so they can be accessed at upcoming events. This includes updated and amended forms. For complete Case Center requirements, refer to the Practice Direction: <https://www.ontariocourts.ca/scj/practice/consolidated-provincial-practice-direction-for-family-proceedings-at-the-superior-court-of-justice/>
- [6] In CENTRAL WEST REGION – Brampton, Milton, Orangeville, Guelph, Owen Sound and Walkerton as of MONDAY JUNE 30, 2025, for Family Cases:
- i. All properly filed Family Responsibility Office materials at the Superior Court of Justice, must be uploaded to Case Center.
 - ii. Court Services will be uploading documents to Case Center on behalf of self represented litigants for documents that were served and filed on or after MONDAY JUNE 30 2025.
 - iii. Unless otherwise directed, Court Services will be releasing orders and endorsements in the Orders and Endorsement bundle of the Case Center case.

Standard Document Naming Protocol – Family

- [7] When documents are submitted to the court in electronic format, the document name **must** be saved as follows:
- Document type including the form number
 - Type of party submitting the document,
 - Name of the party submitting the document (including initials if the name is not unique to the case), and
 - Date on which the document was created or signed, in the format DD-MMM-YYYY (e.g. 12-JAN-2021).

For example, documents should be saved as follows:

- Financial Statement Form 13.1 – Respondent – A. Wong – 21-NOV-2021
- Case Conference Brief Form 17A – Applicant – G. Singh – 13-MAR-2022

- Affidavit for Divorce Form 36 – Applicant – Nathanson – 12-JAN-2023

Document names shall not include firm-specific naming conventions, abbreviations, or file numbers. Form numbers are only to be included in the names of documents submitted in family cases. Refer to the Practice Direction: [Consolidated Provincial Practice Direction for Family Proceedings at the Superior Court of Justice | Superior Court of Justice \(ontariocourts.ca\)](#)

- [8] In CENTRAL WEST REGION – Brampton, Milton, Orangeville, Guelph, Owen Sound and Walkerton, as of MONDAY JUNE 30, 2025, for Civil Cases:
- i. Unless otherwise directed, Court Services will be releasing orders and endorsements in the Orders and Endorsement bundle of the Case Center case.
 - ii. All parties are responsible for uploading their material to Case Center in accordance with the *Rules of Civil Procedure*. However, in cases involving one or more self represented litigants, Court Services staff will review event bundles and, where appropriate, may take steps to ensure that the self represented litigant’s materials are available in Case Center for the judicial official presiding at the event.
- [9] For Case Center instructional videos and tips, see the [Superior Court of Justice website](#).

Standard Document Naming Protocol – Civil

- [10] When documents are submitted to the court in electronic format, the document name must be saved as follows:
- Document type (including the form number in family cases),
 - Type of party submitting the document,
 - Name of the party submitting the document (including initials if the name is not unique to the case), and
 - Date on which the document was created or signed, in the format DD-MMM-YYYY (e.g. 12- JAN-2021).

For example, documents should be saved as follows:

- Expert Report – Defendant – Loblaws – 13-MAR-2021
- Financial Statement Form 1 – Respondent – A. Wong – 21-NOV-2021
- 11b Application – Defence – Nathanson – 12-JAN-2021

Document names shall not include firm-specific naming conventions, abbreviations, form numbers or file numbers. Refer to the Practice Direction:: [Consolidated Civil Provincial Practice Direction | Superior Court of Justice \(ontariocourts.ca\)](#)

E. Ria Tzimas, RSJ.

The Honourable Justice E. Ria Tzimas
Regional Senior Justice, Superior Court of Justice