

## **Notice to the Profession for the Toronto Region**

### **Courts Digital Transformation Implementation**

#### **A. Courts Digital Transformation Initiative Implementation: October 14, 2025**

1. The Courts Digital Transformation (CDT) initiative will launch its new digital justice solution for the Toronto region on October 14, 2025 for all Family proceedings and all Civil proceedings (including Bankruptcy, Commercial List and Contested Estates), Small Claims Court proceedings and Divisional Court proceedings and Enforcement.
2. The CDT initiative includes the following changes:
  - The introduction of a new electronic filing platform, the “Ontario Courts Public Portal” (OCP), which replaces the Justice Services Online (JSO) Portals.
  - OCP is integrated with the new, internal case management platform. This internal case management platform, used by court staff to process filings, is now integrated with Case Center. This new integration with Case Center will eliminate the need for parties and their representatives to upload already filed material into Case Center. Moving forward, electronic documents accepted for filing will be uploaded to Case Center by court staff for use before and during hearings.
  - Parties and representatives will continue to upload select documents that are not filed with the Court directly into the appropriate hearing bundles, as will be noted in the forthcoming updated Toronto Regional Practice Direction.
  - The OCP will allow members of the public to view a list of documents filed in a case (unless sealed), upcoming hearings and the names of the parties and representatives (with exceptions, where applicable). The documents themselves will not be made available through the portal at this time.
  - For parties and representatives who have created accounts and registered, the OCP will provide a list of upcoming hearings, including hearing location details and access to all documents filed for their case.

3. Beginning on October 14, 2025, all electronic court filings in Family and Civil Proceedings (including Bankruptcy, Commercial List, Contested Estates, Small Claims Court and Divisional Court) for the Ontario Superior Court of Justice in Toronto must be submitted through the OCPP including:

- All confirmation and scheduling forms are to be submitted through OCPP.
- If an urgent hearing request is sought, the form must be submitted through OCPP and flagged as time sensitive, and parties must send an email to the appropriate trial coordination office alerting staff of the request as will be set out in the forthcoming updated Toronto Practice Direction. You will select this option only if you are submitting documents for a hearing or deadline that is three or fewer business days away, including if you need to meet a timeline for a step in the proceeding established by legislation, court rules, court practice or a court order that is three business days or fewer away. This helps court staff identify and prioritize time-sensitive submissions. Documents submitted for a hearing or deadline that is four or more business days away are not considered time-sensitive. Urgent material filed three days before the hearing should be flagged as time sensitive.

Note: This option will be automatically selected if the filing has already been deemed time sensitive by the court.

4. The Toronto Small Claims Court will also commence using Case Center for hearings. Electronic filings must be submitted through the OCPP.
5. For parties and their representatives, a new account will be required the first time OCPP is used. Please refer to section 1.2 of the [OCPP User Guide](#) for guidance on how to create an account and other guidance for using the OCPP. Counsel and litigants can access those guides, the [Quick Reference Guide](#) and other resources including instructional videos to support use of the new portal [here](#).

## **B. Updated Toronto Regional Practice Direction:**

6. The Toronto Regional Practice Direction which will come into effect as of October 14, 2025 has been updated to reflect the new filing portal and to reflect that litigants will no longer upload their filed materials to Case Center. The updated Toronto Regional Practice Direction will be provided to the Bar prior to the thanksgiving weekend and will be updated on the Court's website on October 14, 2025.
7. The amendments and updates to the practice direction largely reflect new filing instructions, namely, replacing JSO with the new OCPP for Toronto.

## **C. Important Filing Direction between October 3, 2025 and October 14, 2025**

8. Effective October 3, 2025, at 5:00 p.m., the JSO portals will be discontinued for Civil matters including (including Bankruptcy, Commercial List, Contested Estates, Small Claims Court and Divisional Court) and Family matters in Toronto. During the transition period, between October 3, 2025, and the launch of the new Ontario Courts Public Portal (OCPP), online filing in Toronto will not be available.
9. Litigants should submit any required documents for filing through JSO before the cutoff or wait until the OCPP launch (if not urgent).

From October 6, 2025, to October 10, 2024, documents for filing/issuance must be submitted in person.

**Only urgent filings can be submitted by email:**

### **List of Court Email Addresses by Filing Office**

- Assessments: [CSD.TorontoAssessments@ontario.ca](mailto:CSD.TorontoAssessments@ontario.ca)
- Bankruptcy: [Toronto.bankruptcy filings@ontario.ca](mailto:Toronto.bankruptcy filings@ontario.ca)
- Civil Intake: [Toronto.scj.civilintake@ontario.ca](mailto:Toronto.scj.civilintake@ontario.ca)
- Civil motions in writing:  
[Toronto.SCJ.InWritingMotionsStatus@ontario.ca](mailto:Toronto.SCJ.InWritingMotionsStatus@ontario.ca)

- Civil Transfers: [Toronto.SCJ.CivilTransfers@ontario.ca](mailto:Toronto.SCJ.CivilTransfers@ontario.ca)
- Commercial: [Toronto.commercial.filings@ontario.ca](mailto:Toronto.commercial.filings@ontario.ca)
- Divisional Court: [Scj-csj.divcourtmail@ontario.ca](mailto:Scj-csj.divcourtmail@ontario.ca)
- Family Intake: [SCJ.FamilyIntake@ontario.ca](mailto:SCJ.FamilyIntake@ontario.ca)
- Estates: [Toronto.estates@ontario.ca](mailto:Toronto.estates@ontario.ca)  
[Toronto.estates.filings@ontario.ca](mailto:Toronto.estates.filings@ontario.ca)  
[Toronto.estateslist@ontario.ca](mailto:Toronto.estateslist@ontario.ca)

10. Counter services will remain open for in-person filings, with expanded hours of operation from 8:30 a.m. to 5:00 p.m. during the transition week. For non-urgent filings or matters that are not time sensitive, litigants are encouraged to wait until the new portal becomes available.

11. Any drafts saved in JSO must be submitted for filing before October 3, as the drafts will not be transferred to the OCPP. Please note that you will still be able to access your documents and transaction history in JSO after the transition.

Chief Justice Morawetz, Ontario Superior Court of Justice  
 Justice Firestone, Regional Senior Judge, Ontario Superior Court of Justice, Toronto Region  
 October 2, 2025