



MEMORANDUM

DATE: December 23, 2020

TO: Bar associations and legal organizations

FROM: Chief Justice Geoffrey B. Morawetz

SUBJECT: **Documents submitted to the court in electronic format – Document naming protocol**

Effective January 11, 2021, a single, provincewide document naming protocol for all practice areas will be implemented in the Ontario Superior Court of Justice, including the Small Claims Court. When documents are submitted to the court in electronic format, the document name must indicate the following information:

1. Document type (including the form number in family cases),
2. Type of party submitting the document,
3. Name of the party submitting the document (including initials if the name is not unique to the case), and
4. Date on which the document was created or signed, in the format DD-
MMM-YYYY (e.g. 12-JAN-2021).

Below are sample document names:

Expert Report – Defendant - Loblaws Inc. - 13-MAR-2021
Financial Statement Form 13.1 - Respondent - A. Wong - 21-NOV-2021
11b Application – Defence – Nathanson - 12-JAN-2021

This simple, user-friendly document naming protocol will allow the judiciary to quickly and easily identify documents during virtual and in-person hearings. This direction has been incorporated into Part C of the [Consolidated Notice to the Profession, Litigants, Accused Persons, Public and the Media](#).

I would also like to take this opportunity to remind you that email addresses for parties or their representatives must be provided on all documents filed with the court. This is

necessary to ensure that hearing information can be sent to parties, such as Zoom coordinates for virtual hearings or invitations to upload hearing materials onto the CaseLines document sharing platform.

Please remember that documents must be filed with the court prior to being uploaded into CaseLines. For more information please refer to the [*Supplementary Notice to the Profession and Litigants in Civil and Family Matters Including Electronic Filings and Document Sharing \(CaseLines Pilot\)*](#) and the regional notices to the profession on the [Superior Court of Justice website](#).

Finally, I thank you for your continued cooperation in submitting your documents to the court in electronic format to help reduce the spread of COVID-19.

GBM