

**Ministry of the
Attorney General**

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May 28, 2018

Dear Member of the Legal Community,

Expansion of the civil claims online filing service on May 28, 2018

I am writing to inform you that the civil claims online filing service has been expanded to enable the online filing of additional documents in a civil proceeding in the Superior Court of Justice. This expansion follows the successful province-wide launch of the service in November 2017.

As of May 28, 2018, it will be possible to file the following documents online through the civil claims online portal (<http://ontario.ca/civilclaims>):

- Statement of Defence (Form 18A)
- Notice of Intent to Defend (Form 18B)
- Statement of Claim filed following the issuance of a Notice of Action (Form 14D)
- Proof of Service of documents that are filed online
- Orders and Consents that are required in support of the filing of a document online

The online filing of these documents with the Superior Court of Justice has been authorized by subrule 4.05.1(2) of the *Rules of Civil Procedure*. The rules also clarify that it will not be necessary to provide the court with a paper copy of a document that was filed online unless the matter is proceeding to a hearing or conference and the party intends to rely on the document at the hearing (rule 4.05.1(6), in force May 28, 2018).

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The civil claims online filing service will continue to:

- allow the online filing of initiating documents:
 - Statement of Claim (Form 14A, 14B)
 - Notice of Action (Form 14C)
 - Affidavit of Litigation Guardian of a Plaintiff under a Disability
 - Request for Bilingual Proceedings
 - Consent to File Documents in French
- email court-issued Statements of Claim or Notices of Action;
- allow online payment of court fees by credit card or Interac;
- allow a user to track online filing fee payments, submissions and draft submissions; and
- save work in progress and return to drafts in order to submit the request for filing at a later time.

If you are interested in arranging an online information session for your members about the expanded civil claims online filing service, please send an email to civilclaimsonline@ontario.ca.

Please share any comments about the service with Vaia Pappas, Director of the Operational Support Branch at vaia.pappas@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Sheila Bristo". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sheila Bristo
Assistant Deputy Attorney General
Court Services Division

c: Lynn Norris, Assistant Deputy Attorney General, Modernization Division
Robin Thompson, Chief Information Officer, Justice Technology Services
Vaia Pappas, Director, Operational Support Branch