

Notice to the Family Law Bar and Family Litigants  
Central South Region, July 19, 2024

**UPLOADING TO CASE CENTER**

- [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 for Family Proceedings at the Superior Court of Justice.) 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. In a separate email, you will receive an invitation from the court to upload the stamped copy to a Case Center bundle created for that event.
- [4] Counsel will not be invited 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
  - iv. Form 36 Affidavits of Service
- [5] In Kitchener and Hamilton, as of August 12, 2024.
  - i. All properly filed Family Responsibility Office materials 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 August 12, 2024.

iii. Court Services will be releasing orders and endorsements for all domestic family matters in Case Center.

- [6] Reminder: the Superior Court of Justice Consolidated Provincial Practice Direction for Family Proceedings requires parties to upload all pleadings – including Form 8A applications for simple and joint divorces - 35.1 and 35.1A affidavits, financial statements and net family property statements into the “Pleadings” sub-bundle in Case Center so they can be accessed at upcoming events. 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/>
- [7] For Case Center instructional videos and tips, see the [Superior Court of Justice website](#).

A handwritten signature in black ink, appearing to read "Paul S. Sweeny". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mr. Justice P. R. Sweeny  
Regional Senior Judge – Central South Region  
Superior Court of Justice